

From: "U.S. District Court for the Northern District of Iowa" <uscourts@updates.uscourts.gov>

Subject: Scheduled Maintenance for CM/ECF System and Steps to Remove Hidden Information

CM/ECF for the Northern District of Iowa will be unavailable this Monday, September 19th, 2022, from 7:00 P.M. CDT to 11:00 P.M. CDT.

It is recommended parties refrain from filing during the maintenance window.

The Court would also like to remind all filers to practice good metadata hygiene when creating and filing documents in the CM/ECF system. Creating electronic documents with programs such as Microsoft Word and Adobe Acrobat adds background details about the user and computer systems that are used during the creation process. Filing documents with metadata intact can reveal sensitive information, such as the author's full name, username, computer system names, and company file system details.

Please take appropriate steps to eliminate metadata before filing a document in CM/ECF. To assist filers, guides on how to remove metadata from files using two of the most common document processing programs can be accessed below.

- [Remove Hidden Info - Acrobat - public filers.pdf](#)
- [Remove Hidden Info - MS WORD - all filers.pdf](#)

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