HOW TO FIND THE SIZE OF A PDF DOCUMENT

1. Before you file a document you will need to convert all documents into PDF format or scan your documents into PDF format.

   Keep in mind that documents filed on the ECF system cannot exceed 15 MB per PDF document.

2. The process of scanning documents can produce files that easily exceed the 15 MB limit. Here are a few tips on how to reduce the file size of scanned documents:

   - Set scanner resolution to 300 dpi

   - Unless you are scanning photos, the image type for a document should be set to black and white (do not use 24-bit color or grayscale for standard documents as these produce extremely large files)

   - Instead of scanning in depositions, request them in electronic format and convert to PDF electronically using a word processor

3. Once you have scanned in or converted your documents to PDF format and saved them on your system you can check the size of the document by hovering your mouse over the document, right clicking your mouse and choosing Properties from the drop-down menu. This section will show you the size of your PDF document. If it is larger than 15 MB you will have to break it down into sections.
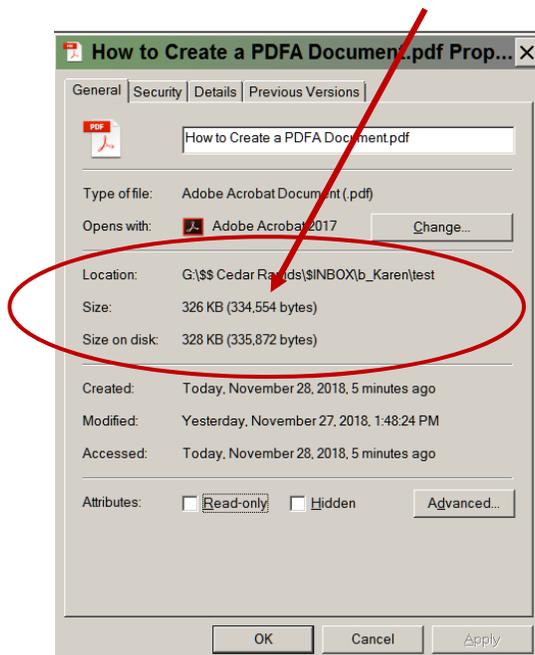
**Keep in mind that you may have a document that is within the 15MB limit but is over 100 + pages. If this happens, we request that you break the document down into manageable sections of approximately 50 pages per section for ease of review.