

# **Announcement Regarding PDF/A Format Change for Electronic Filing**

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## **Introduction**

In the future, the Judiciary will require that all electronically filed documents uploaded in CM/ECF be in the PDF/A format. Currently, CM/ECF accepts both PDF and PDF/A documents. The change from PDF to PDF/A will improve the ability to archive documents and comply with requirements of the National Archives and Records Administration (NARA).

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## **What is PDF/A?**

PDF/A is an International Standards Organization (ISO) standard document format. PDF/A documents are self-contained and do not rely on or access information outside of the document itself to display the information contained within the document. Accordingly, the PDF document appears, and will continue to appear, identical to the document from which it was created, no matter where or when it is accessed.

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## **How are PDF/A documents created?**

An existing PDF document can be converted to PDF/A by using the File > Save As command in Adobe Acrobat and choosing the PDF/A format from the “Save as type” drop-down list.

PDF/A documents can also be created directly from most newer word processor programs including Word 2007, WordPerfect X4 or higher. The necessary settings for some popular products are available on the court’s Web site.

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## **Which PDF/A format should filers use: 1a or 1b?**

Both PDF/A 1a and 1b formats meet the requirement, however, PDF/A 1a is preferred. Users with the option should select PDF/A 1a.

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## **What is the effective date of this change?**

The Judiciary has not yet set a deadline for requiring all electronic files to be uploaded in PDF/A format. However, all users are encouraged to begin to transition their filings to this new standard as soon as possible.