

SCANNING OF DOCUMENTS FOR ELECTRONIC FILING

SCANNED DOCUMENT SUBMITTALS:

In general, all documents submitted for filing as an image *should be* submitted in a “.tif” file format. Other image formats, such as “.pdf” and “.bmp” typically can be processed by the File and Serve system, BUT occasionally may result in formatting errors which could result in the documents being returned for re-filing. Consider the following tips:

1. **Document orientation:**

The scanned or imaged documents should be verified before e-filing to make sure the documents are in “**portrait**” (right side up) and not “**landscape**” (sideways or upside down) orientation.

2. **Legal size documents:**

- If the imaged document is legal size, make sure your scanner is set for legal and the full document is visible. Do not convert legal size documents to a PDF prior to uploading to File and Serve.
- All Legal size documents such as some wills, deeds or mortgages, etc., must be sent as a TIFF (scanned image) file and NOT converted to PDF before submitting to LexisNexis. If the legal size document is converted to PDF before e-filing, the document will be truncated to letter size, causing part of the document to be missing.

3. **Separate documents:**

Separate documents must be scanned individually, not as a group, unless they are attachments or exhibits to the first document. All documents for an individual case that are prepared and ready to file at one time may be submitted as one electronic transaction through LexisNexis File and Serve, for one transaction fee.

NOTE: ALL DEATH CERTIFICATES MUST BE SCANNED AS A SEPARATE DOCUMENT AND NOT AS PART OF AN ATTACHMENT.

4. **Recording documents:** Scanned documents that are recordable in the official records (OR book and page) are to be set at 300 dpi.
5. **Use black and white settings:** Documents are to be scanned and filed in black and white only, **no color or grayscale documents** will be accepted. “**Grayscale**” refers to documents that have been scanned as color documents. Such documents do not meet State archival requirements for Official Records.
6. **Do not use smoothing or sharpening filters.**

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WORD PROCESSING SUBMITTALS:

For convenience, the following document types *may be* submitted in word processing (e.g., WordPerfect documents as “.wpd”, and Microsoft Word documents as “.doc”) format:

1. Verification and certifications:

Documents which do not require verification and/or certifications. The File and Serve system and the Clerk & Comptroller are authorized to accept electronic signatures for attorneys of record on documents, as long as such do not require verification and/or certifications.

2. Notarized documents:

Documents which do not require a notary oath and/or acknowledgements.

3. Proposed Orders and Proposed Letters of Administration:

Submitting proposed Orders and proposed Letters of Administration in word processing formats is preferred in order to enable any changes which may be required by the Court prior to entry. You should not incorporate the proposed order on the same document page with the originating motion or petition, and you should not submit it as a scanned image. (Submitting as a Word or Word Perfect document allows the judge to make modifications to the order as needed before he/she signs it. Otherwise, you may be instructed by the Court to make appropriate changes to your document and resubmit the document through LexisNexis File and Serve, which will incur an additional fee.)