

**UNITED STATES DISTRICT COURT  
DISTRICT OF NEW JERSEY**



## **Quick Guide to CM/ECF PAGE LIMITATIONS**

The ECF system will not accept PDF documents larger than 5MB. Documents larger than 5MB will need to be divided into multiple smaller documents that are no more than 5MB. Some guidelines are:

1. Documents created with a word processing program such as Word Perfect or Microsoft Word and correctly converted or published to PDF will generally be smaller than a scanned document. To create a compact PDF file, use the following setting in your word processing software:

- A. The output should be in **Grayscale**. Color will make the document much larger.
- B. Use **Basic Font Sets** and **Not Embedded Fonts**

A 175 to 200 page document published in this fashion will most likely equal 5MB.

2. Documents scanned to PDF are generally much larger than those created using a word processor. If graphs or color photos are included, one page may exceed the 5MB size limit.

- A. Your scanner output should be set **Not to Exceed 200 DPI Resolution**.
- B. Color scanning should not be included at all. Again, use **Grayscale**.

A 150 to 175 page document scanned to PDF will most likely equal 5MB.

3. To verify that the size of a document meets the 5MB limit, right click on the pdf document and select **Properties**. This will open a window that provides file size information. If the file size is less than 5MB, then it can be filed electronically. If it is more than 5MB, then it will need to be divided into two or more files, with each file being 5MB or less. (**5120KB equals 5MB**)