SCANNING GUIDELINES

The creation of small PDF files is very important to the ease of use and performance of the CM/ECF system. Incorrectly configured scanning software can create a file significantly larger than it should be. Large PDF files may cause the following issues:

- More file storage is required on the user's PC and the Court's server.
- The upload of a large PDF document to the electronic filing system may be rejected or may timeout.
- PACER users and users accessing their "free look" may experience slow response if the document they are trying to view is large.

A PDF document created directly from a word processing program or Adobe Acrobat is preferred because it will be smaller in size than a document that was scanned.

Scanning Options:

Not every scanner and its software have the same capabilities. The following options are recommendations. Refer to the manual that came with your scanner for specific instructions on how to enable these options.

- Scan with a DPI setting of 300
- Scan documents as black and white (not color or grayscale)
- Scan as text not as an image
- Do not scan any images in your document

Checking File Size:

The U.S. Bankruptcy Court for the Southern District of Illinois has imposed a 3 Megabyte (MB) limit on the size of PDF documents accepted in the electronic filing system.

Therefore, in order for a PDF document to be filed succesfully, it must be less than 3 MB in size.

To check the size of a PDF document before it is uploaded, use Windows Explorer or My Computer to navigate to the location of the PDF file. Right click on the PDF document you have created and select Properties from the pop-up menu. The file size will be shown. If the file size shown in bytes is less than 3,145,728 bytes, the document will not be rejected for being too large.

If you have any questions or need assistance, call the Help Desk at 618-482-9075.