



UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY

ELECTRONIC CASE FILING (ECF) SYSTEM

Guide to Document/Attachment Creation

The ECF system will not accept individual PDF documents larger than what is listed on the “Court Information” link on the ECF login page or <https://ecf.njd.uscourts.gov/cgi-bin/CourtInfo.pl>. Documents larger than what is listed will need to be divided into multiple smaller documents to be attached.

Most documents can be converted electronically directly from a word processing program rather than scanning. This produces a much smaller file size and a searchable document. Use the following general settings in your word processing software:

- A. The output should be in **Black & White** (2 color). Do not use ‘Color’.
- B. Use **Basic Font Sets, No Embedded Fonts, or other embedded software features.**

Documents scanned to PDF are generally much larger than those created using a word processor. Use the following general settings:

- A. The scanner settings should be **Black & White (2 color)** and **400 dpi**. Do not use Color or greyscale.
- B. To better support archival preservation, the National Archives and Records Administration requires standards for scanning resolution be set at 400 dpi/pp.
- C. Optical Character Recognition (OCR) is preferred for search capabilities.

To verify that the size of a document meets the current limit, right click on the pdf document and select **Properties** .This will open a window that provides file size information. (**1024KB equals 1MB**).