

Best Practices for Storage of Electronic Documents

The following recommendations are being provided as guidance to courts, counties and agencies when creating, storing and managing electronic documents in an Electronic Records Management System (ERMS). These recommendations also apply to documents uploaded to the UJS Web Portal via PACFile.

Creation of documents

Format: All documents should be saved as a PDF (Version 1.7)

Color:

- Black and White
- Color or Greyscale should only be used when necessary to preserve the integrity of the document

Resolution (if a paper document is being scanned):

- Black and White: 300 dpi
- Color/Greyscale: 200 dpi

File Size:

- Less than 500 MB (Megabytes)
- Files that exceed this limit can be split into multiple files, so that each individual file is less than 500 Megabytes

Page Sizes:

- ANSI A (letter) 8.5x11 inches
- ANSI B (ledger and tabloid) 11x17 inches
- Legal 8.5x14 inches

Accepted Fonts:

- See Appendix A
- All other fonts must be embedded in the document.

Metadata:

- PDF Properties (Title, Author, Subject, and Keywords) should be removed from the document

Storage of Documents

- Document names should not include any special characters. Examples are \ / : * ? " < > |
- Documents cannot be password protected or encrypted.
- Documents must be examined 'by eye' before submission. Each page of the document must be quality checked.
- Documents with a text source should not be converted to images before publishing.
- Form fillable PDF documents are susceptible to data loss and should be avoided unless flattened prior to storage.

Appendix A

List of AOPC Accepted Fonts

Agency FB	Bodoni MT	Calisto MT Bold
Agency FB Bold	Bodoni MT Black	Calisto MT Bold Italic
Aharoni Bold	Bodoni MT Black Italic	Calisto MT Italic
Algerian	Bodoni MT Bold	Cambria & Cambria Math
Andalus	Bodoni MT Bold Italic	Cambria Bold
Angsana New	Bodoni MT Condensed	Cambria Bold Italic
Angsana New Bold	Bodoni MT Condensed Bold	Cambria Italic
Angsana New Bold Italic	Bodoni MT Condensed Bold Italic	Candara
Angsana New Italic	Bodoni MT Condensed Italic	Candara Bold
AngsanaUPC	Bodoni MT Italic	Candara Bold Italic
AngsanaUPC Bold	Bodoni MT Poster Compressed	Candara Italic
AngsanaUPC Bold Italic	Book Antiqua	Castellar
AngsanaUPC Italic	Book Antiqua Bold	Centaur
Aparajita	Book Antiqua Bold Italic	Century
Aparajita Bold	Book Antiqua Italic	Century Gothic
Aparajita Bold Italic	Bookman Old Style	Century Gothic Bold
Aparajita Italic	Bookman Old Style Bold	Century Gothic Bold Italic
Arabic Typesetting	Bookman Old Style Bold Italic	Century Gothic Italic
Arial	Bookman Old Style Italic	Century Schoolbook
Arial Black	Bookshelf Symbol 7	Century Schoolbook Bold
Arial Bold	Bradley Hand ITC	Century Schoolbook Bold Italic
Arial Bold Italic	Britannic Bold	Century Schoolbook Italic
Arial Italic	Broadway	Chiller
Arial Narrow	Browallia New	Code128
Arial Narrow Bold	Browallia New Bold	Code128Narrow
Arial Narrow Bold Italic	Browallia New Bold Italic	Code128VeryNarrow
Arial Narrow Italic	Browallia New Italic	Code128VeryWide
Arial Rounded MT Bold	BrowalliaUPC	Code128Wide
Arial Unicode MS	BrowalliaUPC Bold	Colonna MT
Baskerville Old Face	BrowalliaUPC Bold Italic	Comic Sans MS
Batang	BrowalliaUPC Italic	Comic Sans MS Bold
BatangChe	Brush Script MT Italic	Consolas
Bauhaus 93	Calibri	Consolas Bold
Bell MT	Calibri Bold	Consolas Bold Italic
Bell MT Bold	Calibri Bold Italic	Consolas Italic
Bell MT Italic	Calibri Italic	Constantia
Berlin Sans FB	Californian FB	Constantia Bold
Berlin Sans FB Bold	Californian FB Bold	Constantia Bold Italic
Berlin Sans FB Demi Bold	Californian FB Italic	Constantia Italic
Bernard MT Condensed	Calisto MT	Cooper Black
Blackadder ITC		Copperplate Gothic Bold

Appendix A

List of AOPC Accepted Fonts

Copperplate Gothic Light	Estrangelo Edessa	Gill Sans MT Condensed
Corbel	EucrosiaUPC	Gill Sans MT Ext Condensed Bold
Corbel Bold	EucrosiaUPC Bold	Gill Sans MT Italic
Corbel Bold Italic	EucrosiaUPC Bold Italic	Gill Sans Ultra Bold
Corbel Italic	EucrosiaUPC Italic	Gill Sans Ultra Bold Condensed
Cordia New	Euphemia	Gisha
Cordia New Bold	FangSong	Gisha Bold
Cordia New Bold Italic	Felix Titling	Gloucester MT Extra Condensed
Cordia New Italic	Footlight MT Light	Goudy Old Style
CordiaUPC	Forte	Goudy Old Style Bold
CordiaUPC Bold	Franklin Gothic Book	Goudy Old Style Italic
CordiaUPC Bold Italic	Franklin Gothic Book Italic	Goudy Stout
CordiaUPC Italic	Franklin Gothic Demi	Gulim
Courier	Franklin Gothic Demi Cond	GulimChe
Courier New	Franklin Gothic Demi Italic	Gungsuh
Courier New Bold	Franklin Gothic Heavy	GungsuhChe
Courier New Bold Italic	Franklin Gothic Heavy Italic	Haettenschweiler
Courier New Italic	Franklin Gothic Medium	Harlow Solid Italic
Curlz MT	Franklin Gothic Medium Cond	Harrington
DaunPenh	Franklin Gothic Medium Italic	High Tower Text
David	FrankRuehl	High Tower Text Italic
David Bold	FreesiaUPC	Impact
DFKai-SB	FreesiaUPC Bold	Imprint MT Shadow
DilleniaUPC	FreesiaUPC Bold Italic	Informal Roman
DilleniaUPC Bold	FreesiaUPC Italic	IrisUPC
DilleniaUPC Bold Italic	Freestyle Script	IrisUPC Bold
DilleniaUPC Italic	French Script MT	IrisUPC Bold Italic
DokChampa	Gabriola	IrisUPC Italic
Dotum	Garamond	Iskoola Pota
DotumChe	Garamond Bold	Iskoola Pota Bold
Ebrima	Garamond Italic	JasmineUPC
Ebrima Bold	Gautami	JasmineUPC Bold
Edwardian Script ITC	Gautami Bold	JasmineUPC Bold Italic
Elephant	Georgia	JasmineUPC Italic
Elephant Italic	Georgia Bold	Jokerman
Engravers MT	Georgia Bold Italic	Juice ITC
Engravers' Gothic BT	Georgia Italic	KaiTi
Eras Bold ITC	Gigi	Kalinga
Eras Demi ITC	Gill Sans MT	Kalinga Bold
Eras Light ITC	Gill Sans MT Bold	Kartika
Eras Medium ITC	Gill Sans MT Bold Italic	

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Kartika Bold	Lucida Sans Typewriter Bold	Mistral
Khmer UI	Oblique	Modern
Khmer UI Bold	Lucida Sans Typewriter Oblique	Modern No. 20
KodchiangUPC	Lucida Sans Typewriter Regular	Mongolian Baiti
KodchiangUPC Bold	Lucida Sans Unicode	Monotype Corsiva
KodchiangUPC Bold Italic	Magneto Bold	MoolBoran
KodchiangUPC Italic	Maiandra GD	MRV MICR
Kokila	Malgun Gothic	MRV MICRBN
Kokila Bold	Malgun Gothic Bold	MRV MICRBW
Kokila Bold Italic	Mangal	MRV MICRL
Kokila Italic	Mangal Bold	MRV MICRLN
Kristen ITC	Matura MT Script Capitals	MRV MICRLW
Kunstler Script	Meiryo	MRV MICRN
Lao UI	Meiryo Bold	MRV MICRW
Lao UI Bold	Meiryo Bold Italic	MS Gothic
Latha	Meiryo Italic	MS Mincho
Latha Bold	Meiryo UI	MS Outlook
Leelawadee	Meiryo UI Bold	MS PGothic
Leelawadee Bold	Meiryo UI Bold Italic	MS PMincho
Levenim MT	Meiryo UI Italic	MS Reference Sans Serif
Levenim MT Bold	MICR	MS Reference Specialty
LilyUPC	Microsoft Himalaya	MS Sans Serif
LilyUPC Bold	Microsoft JhengHei	MS Serif
LilyUPC Bold Italic	Microsoft JhengHei Bold	MS UI Gothic
LilyUPC Italic	Microsoft New Tai Lue	MT Extra
Lucida Bright	Microsoft New Tai Lue Bold	MV Boli
Lucida Bright Demibold	Microsoft PhagsPa	Narkisim
Lucida Bright Demibold Italic	Microsoft PhagsPa Bold	Niagara Engraved
Lucida Bright Italic	Microsoft Sans Serif	Niagara Solid
Lucida Calligraphy Italic	Microsoft Tai Le	Nyala
Lucida Console	Microsoft Tai Le Bold	OCR A Extended
Lucida Fax Demibold	Microsoft Uighur	OCRB
Lucida Fax Demibold Italic	Microsoft YaHei	Old English Text MT
Lucida Fax Italic	Microsoft YaHei Bold	Onyx
Lucida Fax Regular	Microsoft Yi Baiti	Opus
Lucida Handwriting Italic	MingLiU	Opus Bold
Lucida Sans Demibold Italic	MingLiU-ExtB	Opus BoldItalic
Lucida Sans Demibold Roman	MingLiU_HKSCS	Opus Italic
Lucida Sans Italic	MingLiU_HKSCS-ExtB	OpusSmCaps
Lucida Sans Regular	Miriam	OpusSmCaps Bold
Lucida Sans Typewriter Bold	Miriam Fixed	Palace Script MT

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Palatino Linotype	Segoe Print Bold	Trebuchet MS Bold
Palatino Linotype Bold	Segoe Script	Trebuchet MS Bold Italic
Palatino Linotype Bold Italic	Segoe Script Bold	Trebuchet MS Italic
Palatino Linotype Italic	Segoe UI	Tunga
Papyrus	Segoe UI Bold	Tunga Bold
Parchment	Segoe UI Bold Italic	Tw Cen MT
Perpetua	Segoe UI Italic	Tw Cen MT Bold
Perpetua Bold	Segoe UI Light	Tw Cen MT Bold Italic
Perpetua Bold Italic	Segoe UI Semibold	Tw Cen MT Condensed
Perpetua Italic	Segoe UI Symbol	Tw Cen MT Condensed Bold
Perpetua Titling MT Bold	Shonar Bangla	Tw Cen MT Condensed Extra Bold
Perpetua Titling MT Light	Shonar Bangla Bold	Tw Cen MT Italic
Plantagenet Cherokee	Showcard Gothic	Utsaah
Playbill	Shruti	Utsaah Bold
PMingLiU	Shruti Bold	Utsaah Bold Italic
PMingLiU-ExtB	SimHei	Utsaah Italic
Poor Richard	Simplified Arabic	Vani
Pristina	Simplified Arabic Bold	Vani Bold
Raavi	Simplified Arabic Fixed	Verdana
Raavi Bold	SimSun & NSimSun	Verdana Bold
Rage Italic	SimSun-ExtB	Verdana Bold Italic
Ravie	Small Fonts	Verdana Italic
Rockwell	Snap ITC	Vijaya
Rockwell Bold	Stencil	Vijaya Bold
Rockwell Bold Italic	Sylfaen	Viner Hand ITC
Rockwell Condensed	Symbol	Vivaldi Italic
Rockwell Condensed Bold	Tahoma	Vladimir Script
Rockwell Extra Bold	Tahoma Bold	Vrinda
Rockwell Italic	Tempus Sans ITC	Vrinda Bold
Rod	Times New Roman	Webdings
Roman	Times New Roman Bold	Wide Latin
Sakkal Majalla	Times New Roman Bold Italic	Wingdings
Sakkal Majalla Bold	Times New Roman Italic	Wingdings 2
Script	Traditional Arabic	Wingdings 3
Script MT Bold	Traditional Arabic Bold	
Segoe Print	Trebuchet MS	



Common Pleas Courts Electronic Stamping

When a document is submitted to a Common Pleas Court electronically, a computer-generated stamp is automatically applied to the first page of the document. This stamp is placed in the same location on all submitted documents so it is important that no text or images appear in this space.

Example of an electronic stamp:

Monroe County Clerk of Courts Received 3/20/2018 11:32 AM
Monroe County Clerk of Courts Filed 3/20/2018 11:32 AM

To help you determine if your document is compatible with the court's electronic stamp, place a hardcopy version of this page behind the first page of your document and hold the two pages up to the light. If no text or image from your document overlaps with the shaded area (above) then your document is compatible.

The following outlines the dimensions of the shaded area and its relative position on an 8.5" x 11" piece of paper:

- Dimensions: Height: .63" x Width: 4.12"
- The left side of the shaded area is 4.5" from the right edge of the page.
- The top of the shaded area is .18" from the top edge of the page.



Appellate Courts Electronic Stamping

When a document is submitted to the Appellate Courts electronically, a computer-generated stamp is automatically applied to the first page of the document. This stamp is placed in the same location on all submitted documents so it is important that no text or images appear in this space.

Example of an electronic stamp:

Received 1/8/2018 4:47:41 PM Supreme Court Western District

Filed 1/8/2018 4:47:00 PM Supreme Court Western District
11 WAL 2018

To help you determine if your document is compatible with the Appellate Court’s electronic stamp, place a hardcopy version of this page behind the first page of your document and hold the two pages up to the light. If no text or image from your document overlaps with the shaded area (above) then your document is compatible.

The following outlines the dimensions of the shaded area and its relative position on an 8.5” x 11” piece of paper:

- Dimensions: Height: .88” x Width: 3.88”
- The left side of the shaded area is 4.25” from the right edge of the page.
- The top of the shaded area is .18” from the top edge of the page.