

ITEM 2.1.2 | DOCUMENT FILING

The Portal will accept new filings in Word, PDF, and PDF/A formats. The preferred format for filing is the PDF/A format where original document intelligence has been maintained.

Documents filed through the Portal will be provided to the clerk in PDF/A format when the clerk is able to receive and store a PDF/A document as follows:

- Documents filed in an approved PDF/A format will be provided to the clerk as originally filed.
- Documents filed in Word format will be converted to an approved PDF/A format.
- Documents filed in other searchable PDF formats will be converted to an approved PDF/A format.
- Documents filed in other non-searchable PDF formats will be rasterized (i.e., converted into bitmap file format) as an approved PDF/A format.
- Digital signatures and digital notarizations will not be passed or maintained by the Portal.

