

ITEM 2.1.4 | DOCUMENT CREATION AND FORMAT

2.1.4.1 File Format

Document files should not be saved or converted into formats that remove desirable document intelligence (i.e., files should not be flattened).

2.1.4.2 Document Formatting

All electronically filed documents should be legibly typewritten or printed on only one side of letter-sized (8 ½ by 11 inches) paper; should have one-inch margins on all sides and on all pages and pages should be numbered consecutively; shall be filed in a format capable of being electronically searched and printed; should be filed in black and white; reduction of legal-size (8 ½ by 14 inches) documents to letter size (8 ½ by 11 inches) is prohibited; documents that are to be recorded in the public records of any county shall leave a 3-inch by 3-inch space at the top right-hand corner of the first page and a 1-inch by 3-inch space at the top right-hand corner on each subsequent page blank and reserved for use by the clerk of court.

2.1.4.3 Scanned Documents

Scanned documents should be scanned using Optical Character Recognition ("OCR"). The scanning process should use a minimum resolution of 300 DPI. Documents should be electronically signed as defined in Section 2.1.8, Electronic Signatures.

2.1.4.4 Supported PDF/A Document Intelligence Elements

The following PDF/A document intelligence elements are permitted in documents submitted to the Florida Courts: bookmarks, electronic signatures, attachments created using the Insert feature to append pages to a document, internal links, embedded internal hyperlinks, embedded persistent external hyperlinks, and embedded images.

2.1.4.5 Prohibited PDF/A Document Intelligence Elements

The following elements must not be used in PDF/A documents submitted to the Florida Courts: embedded attachments, comments, annotations, hidden deleted items (these should be purged), embedded non-persistent external hyperlinks, embedded thumbnails, for fields and actions, JavaScript, and embedded non-display data. These elements are prohibited because they might be flattened, invalidated, modified, or deleted during the document workflow process.

2.1.4.6 Encryption Prohibited

A compliant PDF/A file must be open and available to anyone or any software that processes the file. User IDs and passwords may not be embedded.

2.1.4.7 Searchable Content

PDF documents filed with the Portal must be searchable. Documents filed in nonsearchable PDF format will be rasterized (i.e., converted into bitmap file format) as an approved PDF/A format.

2.1.4.8 Accessibility

Documents filed with the Portal must comply with the accessibility requirements of Fla. R. Gen. Prac. & Jud. Admin. 2.526. Additional ADA requirements can be found in Section 8.1, ADA and Technology Compliance.

Deviation from these guidelines may result in the submitted filing being moved to the Correction Queue by the Clerk with the filer being notified via e-mail and requested to correct the issue(s) with the document(s) and resubmit the filing.

