

ITEM 3.1.0 | COURT DOCUMENT FORMAT

Custodians shall ensure that:

- Electronic documents that are part of a court file (i.e., the record copy) are stored in the PDF/A format.
- This is a day-forward standard.
- Upon implementation of the PDF/A standard for incoming filings, existing electronic documents may remain in their current format(s) if the clerk's CMS is capable of managing multiple file formats.
- The record copy of each electronic court document retains the original document intelligence (i.e., as filed with the Portal) except features that use a digital hash. For example, digital signatures and electronic notarizations may be flattened and the certificates invalidated as the document moves through the filing process.

