

ITEM 8.7.0 | DOCUMENT STORAGE FORMAT

Electronic court records custodians are responsible for the storage, processing, and accessibility of electronic court documents. 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.

1. This is a day-forward requirement.

2. Upon implementation of the PDF/A requirement for incoming filings, existing electronic documents may remain in their current format(s) if the clerk case maintenance system ("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.

