

(8/2009)

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF WASHINGTON

## Technical Standards for Electronically Filed Documents

### Internet Browser:

- Clear the internet browser cache often.
- Disable “pop-up” blocking software while using pay.gov (credit card payment module) or allow pay.gov as an exception in the “pop-up” blocking software.

### Documents and Claims:

- Documents and Claims must be in PDF format. (*Exception: submission of matrix is in .txt format*)
- Documents should be formatted for 8.5" x 11" size only.
- The maximum size for a document or claim is 3.0 megabytes or should not exceed 60 pages in length. Documents over 60 pages should be broken into sections at logical breaks with each section no greater than 60 pages. The first section is filed as the main document and each subsequent section is filed as an attachment. There should be no more than 3 attachments that are 60 pages in length. If the document exceeds that amount, file the remaining sections using the Continued Document event, found on the Miscellaneous Activities menu.

### Proposed Orders:

- Proposed orders must be in PDF format.
- Orders should be formatted for 8.5" x 11" size only.
- The maximum size for an order is 3.0 megabytes or should not exceed 60 pages in length.
- Leave the Signature Block area on the order blank. Do not include a line for the judge to sign. Do not include “dated this day” language.
- Do not include exhibits or attachments with the proposed order. Supporting documents should be filed with the motion. A reference to the supporting documents can be included in the text of the order.
- LBR 9013-1(c) requires the case number and nature of document OR some portion of the text on the last page of the order. (*The approving official affixes signature on the last page.*)

### Scanned documents:

- Scanner settings should be at 300 dpi, black and white.