

CM/ECF EXTRA

Urgent Updates Regarding CM/ECF

September 3, 2004

U.S. Bankruptcy Court
Eastern District of Oklahoma

Important News About E-Orders and Adobe 6.0 !!!

The Problem:

Our E-Orders program utilizing Appligent software has experienced some problems with PDF formatting on Orders Upload. Below is a list of problems we have found along with the corrective steps to repair those issues.

E-Order : Proposed Order Formatting / Requirements.

To view Document Fonts, type CTRL/ALT/F
****You must click List All Fonts... to see Embedded fonts.**

1. You can only upload files with a .pdf extension.
2. If you use **Adobe Acrobat Writer version 3 or 4** to convert orders to pdf, your orders should be prepared using the **Courier, Helvetica, or Times New Roman** font (regular, bold, italic, and bold italic). If you use **Adobe Acrobat Writer version 5 or greater**, your orders should be prepared using the **Arial, Courier, or Times New Roman** font (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.
3. Your page size (and orientation) should be 8.5 X 11, portrait (note that this is not the same as 11 X 8.5 landscape)
To view Document Summary, type CTRL/D
4. Security must be turned off on pdf.
5. E-Orders can not stamp documents which have been created with Adobe Distiller 6.0 default settings. See the steps below to adjust the particular parameters to make Adobe Distiller 6.0 produce a 'signable' PDF file:

In Adobe Distiller 6.0

Click Settings
Click Edit Adobe PDF Settings
{A new screen appears}
Click File Options
{There will be a line called: Object Level Compression. It will have a drop down menu. There will be two choices Off and Tags Only}
CHOOSE OFF

6. A four inch space must be present at the top of the first page of the order. E-Orders will sign the order; however, it will be illegible atop the existing text of the order.

7. Page orientation must be vertical.

**PLEASE FOLLOW THESE
GUIDELINES !!!**

*** If you are experiencing difficulty in configuring the Adobe software please call us at (918)-758-0257 ***