

## NEXTGEN CM/ECF and PDF REQUIREMENTS

### MOVING TO NEXTGEN CM/ECF

The United States Bankruptcy Court for the District of Maryland is moving to NextGen CM/ECF. For filers, this means you will be able to use a single account to view documents in PACER and to file documents in CM/ECF. To learn more about how NextGen impacts you, visit [www.pacer.gov](http://www.pacer.gov) and click on their “Move to NextGen CM/ECF” tab.

### New PDF Restrictions

NextGen updates how ECF receives documents and ensures documents meet the court’s formatting requirements. If a party tries to file a document that does not meet the requirements below, the document will be rejected. If that happens, the simplest way to correct most issues is to flatten the PDF, then upload the replacement. See below for instructions for flattening a PDF.

### NEXTGEN’S Document Standards

Documents that meet the following standards can be filed via NextGen CM/ECF with our court:

- File size of 50MB or smaller
- Meets the PDF/A standard
- Scanned documents
- Created with Mac OS X and:
  - Using a fillable form in the Chrome web browser
  - Using MS Word and saved by selecting the option “Best for Electronic Distribution”
- Contains hyperlinks to external websites
- Contains editable forms
- Contains optical character recognition (OCR) metadata (allows text-recognition and text searches)

## **Documents NEXTGEN Prohibits**

Documents with the following features cannot be filed via NextGen CM/ECF with our court:

- File size over 50MB
- Files in a format other than PDF/A. Examples of non-compliant formatting include:
  - Contains JavaScript
  - Contains audio or video content
  - Encrypted or password protected
  - Contains scripts which can launch an external application (like external font programs or data streams)
- Contains internal attachments or embedded files
- Created with Mac OS X and:
  - Using a fillable form in the Safari web browser
  - Using MS Word and saved by selecting the option “Best for printing”

## **How to Flatten a PDF**

The simplest way to address most PDF upload rejections is to flatten the PDF and then upload it to CM/ECF again. Here are the steps to flatten a PDF:

1. Open your PDF in Adobe Acrobat or another tool.
2. Print the PDF file to your PDF printer (File>Print>select Adobe PDF or another PDF printer in the drop-down list).
3. Save the printed PDF and upload that new document into CM/ECF.

NOTE: If you are using Nuance, it contains a flatten file feature which can be found by selecting Advanced Processing>Flatten File.