



Public Notice

ECF Scanner Settings

This notice requests your assistance in updating ECF scanner settings. In 2001, the Administrative Office of the U.S. Courts (AO) evaluated various methods for producing PDF documents. At that time, the AO recommended that documents be scanned at 200 dots per inch (dpi) to produce a high quality document with an acceptable file size. Our court adopted this recommendation and this has been our recommended minimum standard since the court's implementation of ECF. The National Archives and Records Administration (NARA) has since published higher standards for scanning resolution to better support archival preservation.

These standards adopted by NARA now specify a 300 dpi resolution for scanned documents being produced for upload to the ECF system. To accommodate the increase in resolution, the court will now accept documents up to 3.0 megabytes (MB) in size. This will allow for the higher document resolution without requiring additional splitting of filed documents and no noticeable change in upload time. Please refer to your scanner manufacturer's instructions on how to make this change in your scanner's software.

If you have any questions regarding this change, please contact the court's Information Technology staff at 574-968-2246. Thank you for your cooperation.

Christopher M. DeToro
Clerk of Court

Date: October 28, 2009