

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY
James J. Waldron, Clerk



E-FILER UPDATE
April 29, 2003

NEW EVENTS: Step-by-step instructions for the following events and many others may be accessed on our web site by clicking the [CM/ECF Event Instructions](#) link.

- **Request for Alias Summons** - Please use this event to file a written request for the issuance of an Alias Summons, and upload the completed Summons as an attachment to the event.
- **Withdrawal of Document** - This event may be utilized to file letters withdrawing documents such as a Trustee's Final Report, Motions, Withdrawals of Transfers of Claims, etc.

ELECTRONIC BANKRUPTCY NOTICING: As efilers you receive emails when a pleading has been filed in a case in which you are a participant. In addition, when the court is required to send "notice" you will also receive a "hard copy" of the notice from the Bankruptcy Noticing Center (BNC). You may now elect to receive this type of notice via email also. For more information regarding this service go to www.ebnuscourts.com

CONSOLIDATED/JOINTLY ADMINISTERED CASES: When an order is entered by the court granting either the consolidation or joint administration of 2 or more cases, one case is designated as the "LEAD" case and the other(s) is designated as a "MEMBER" case. When filing a pleading in this type of case, the pleading must *always* be filed in the LEAD case. To assist you in filing your documents in the LEAD case, CM/ECF will display a warning message during the filing process if you are indeed filing the document in a MEMBER case.

PDF CREATION AND SCANNING TIPS: We are experiencing problems with large files being filed in CM/ECF. **We recommend file sizes under 5 megabytes.** Please review the following tips to ensure that the documents being filed are as small as possible.

- **PDF Creation** - Do not use Adobe Distiller or other options such as “Publish to PDF” which is available in Word Perfect. To convert a document to from MS Word or Word Perfect, (1) either click on the printer icon on the tool bar or click File/Print from the pull-down menu, then (2) choose Acrobat PDF Writer as the “printer option” to convert the file to PDF format. If you do not see Adobe PDF Writer as an option Adobe Acrobat must be reinstalled, choosing the “custom” installation.
- **Scanning** - (1) Please scan only in black and white, (2) set scanner resolution to 250 DPI, do not use a resolution higher than 300 DPI.

To check the size of a PDF file from within Adobe Acrobat:

- Click the “File” pull-down menu then click “Open.”
- Use the pull-down arrow in the “Look in” box to locate the file on your computer or network;
- Right-click on the file name,
- Left-click on properties.

The size of the file will be displayed in the “Properties” window. File size is measured in kilobytes (kb) or megabytes (mg); there are approximately 1,000 kilobytes in a megabyte. Because large files take longer to open in CM/ECF, **we recommend file sizes under 5 megabytes.**