

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF ALABAMA  
113 St. Joseph Street  
Mobile, Alabama 36602  
(251) 441-5391**

Clerk of Court  
Andrea Redmon

## **NOTICE**

### **New Guidance for Scanning Documents into CM/ECF**

**August 25, 2009**

The Administrative Office (AO) has been working with the National Archives and Records Administration (NARA) regarding the archival preservation and continued use of scanned images in CM/ECF.

In 2001, the AO evaluated various methods for producing PDF documents and recommended a resolution of 200 dots per inch (dpi) as the standard scanning resolution for documents filed in CM/ECF. The United States Bankruptcy Court for the Southern District of Alabama (ALSB) adopted these guidelines when we began using CM/ECF. Since that time, however, the NARA has published higher standards for scanning resolution that better support archival preservation. The AO guidelines issued on July 1, 2009, recommends 300 pixels per inch (ppi) as the new standard scanning resolution for documents uploaded into CM/ECF.

ALSB requests that all CM/ECF filers increase their scanner resolution settings to 300 pixels per inch (ppi) to comply with the new AO guidelines.

**REMINDER:** Documents that are electronically signed should be converted to Adobe instead of being scanned into the system whenever possible.

If you have any questions, please contact us at [alsbecf\\_helpdesk@alsb.uscourts.gov](mailto:alsbecf_helpdesk@alsb.uscourts.gov)