# HOW TO
USE THE CHECK PDF DOCUMENT UTILITY IN CM/ECF

When a user tests their pdf file, the user may want to know (1) Can I upload this to the court successfully? (2) Is this in PDF/A format? The Check PDF Document utility answers both of these questions, and always reports if the file is in PDF/A format regardless of other problems that would cause the file to be rejected, and regardless of whether or not the user is currently required to submit only PDF/A files.

To test a pdf file:

STEP 1   Navigate to the Court's CM/ECF site https://ecf.nysd.uscourts.gov. The Courts CM/ECF Welcome page displays. Click the Document Filing System link.
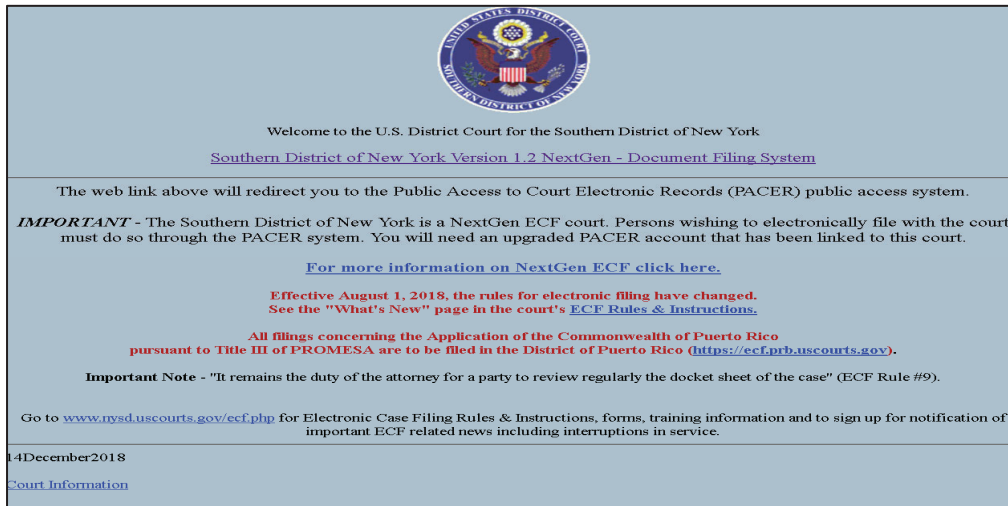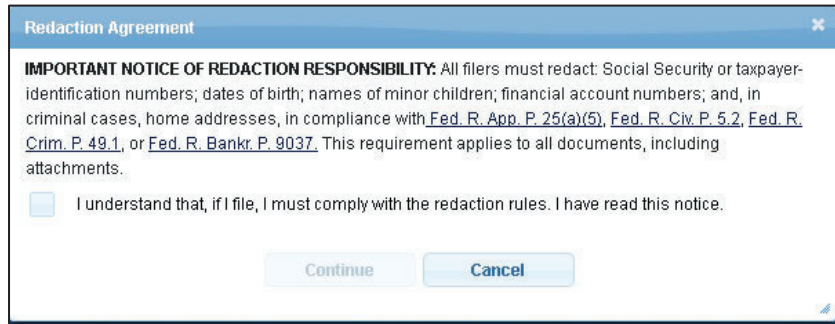

STEP 2   The Login page displays. Enter your PACER credentials to login. Click **Login** when finished.
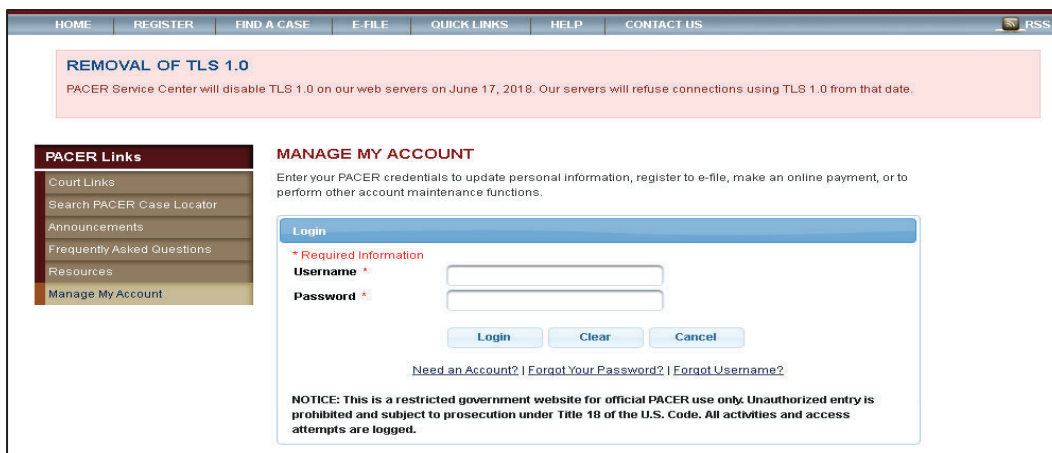
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STEP 3   The Redaction Agreement pop-upwindow displays. Click in the **I understand that, if I file, I must comply with the redaction rules. I have read this notice.** check field. Click the **Continue** button.

> **Redaction Agreement**   ✕
>
> **IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with Fed. R. App. 25(a)(5), Fed. R. Civ. P. 5.2, Fed. R. Crim. P. 49.1, or Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.
>
> ☐   I understand that, if I file, I must comply with the redaction rules. I have read this notice.
>
> [Continue]   [Cancel]

STEP 4   The CM/ECF Menu screen displays. Click on the **Utilities** menu option at the top of the page to see a menu of utlity functions that can be performed.
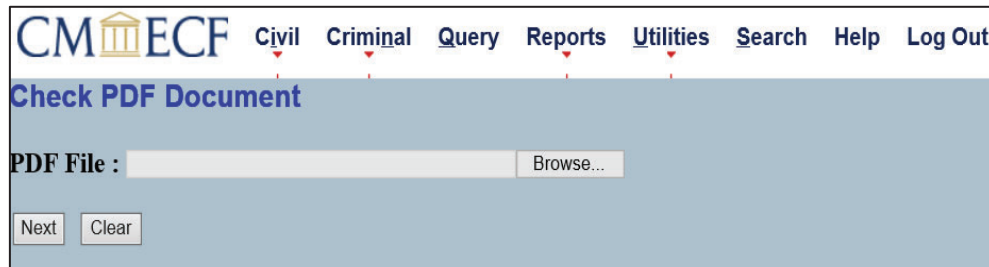
> CM▥ECF   Civil ▾   Criminal ▾   Query   Reports ▾   Utilities ▾   Search   Help   Log Out
>
> **U.S. District Court**
> **Southern District of New York**
> **Official Court Electronic Document Filing System**
>
> Effective August 1, 2018, the rules for electronic filing have changed.
> See the "What's New" page in the court's ECF Rules & Instructions.
>
> All filings concerning the Application of the Commonwealth of Puerto Rico
> pursuant to Title III of PROMESA are to be filed in the District of Puerto Rico (https://ecf.prb.uscourts.gov).
>
> **Important Note** - "It remains the duty of the attorney for a party to review regularly the docket sheet of the case" (ECF Rule #9).
>
> Go to www.nysd.uscourts.gov/ecf.php for Electronic Case Filing Rules & Instructions, forms, training information and to sign up for notification of important ECF related news including interruptions in service.
>
> *This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.*
>
> Welcome to the U.S. District Court for the Southern District of New York Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system.
>
> Last login: 03-08-2019 14:56
>
> 14December2018

STEP 5   The Utilities menu page displays. Click the **Check PDF Document** menu option located under the **Local Utilities** heading.

> CM▥ECF   Civil ▾   Criminal ▾   Query   Reports ▾   Utilities ▾   Search   Help   Log Out
>
> **Utilities**
>
> NextGen Release 1.1 Menu Items
>
> **Local Utilities**   **Miscellaneous**
> Check PDF Document   Court Information
>   Legal Research ...
> **Your Account**   Mailings...
> Link a CM/ECF account to my PACER account   Verify a Document
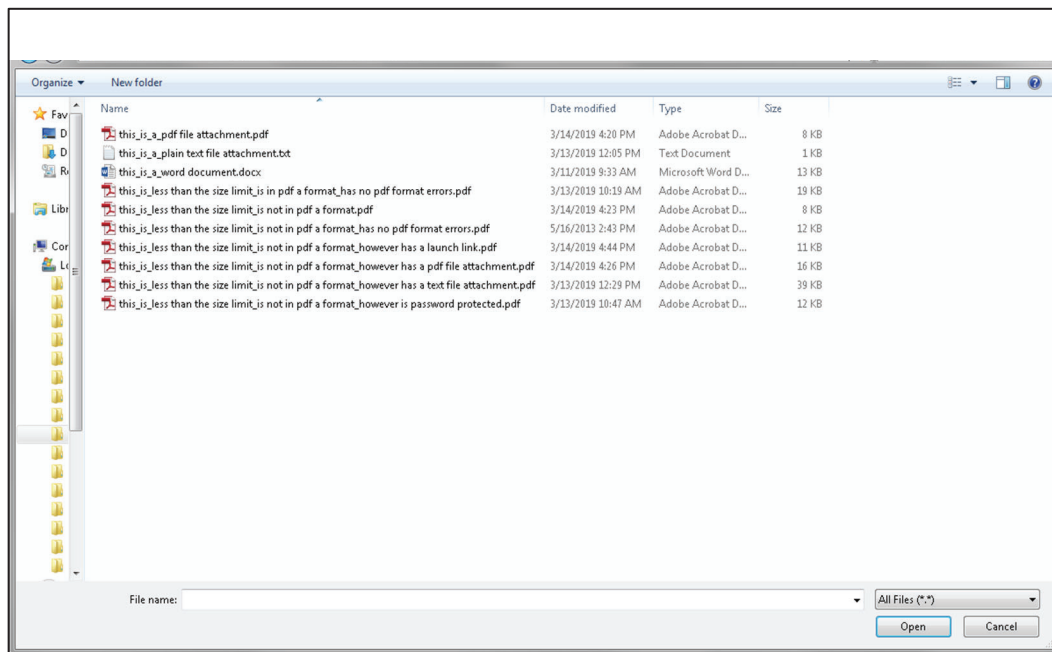> Public Access...
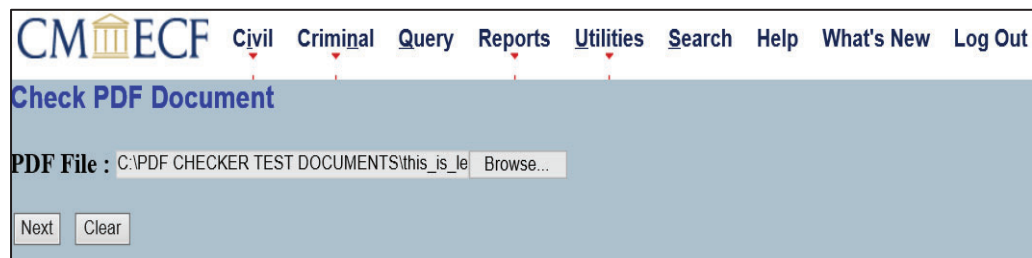> View Your Transaction Log

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STEP 6   The PDF Checker screen displays. Click the **Browse** button to search your PC/network and select the appropriate file.

CM ECF   Civil   Criminal   Query   Reports   Utilities   Search   Help   Log Out

Check PDF Document

PDF File : [   ] Browse...

Next   Clear

STEP 7   The File Upload box appears. Select the PDF file to check. The file name will appear in the File name field. Click the **Open** button to continue.

Name	Date modified	Type	Size
this_is_a_pdf file attachment.pdf	3/14/2019 4:20 PM	Adobe Acrobat D...	8 KB
this_is_a_plain text file attachment.txt	3/13/2019 12:05 PM	Text Document	1 KB
this_is_a_word document.docx	3/11/2019 9:33 AM	Microsoft Word D...	13 KB
this_is_less than the size limit_is in pdf a format_has no pdf format errors.pdf	3/13/2019 10:19 AM	Adobe Acrobat D...	19 KB
this_is_less than the size limit_is not in pdf a format.pdf	3/14/2019 4:23 PM	Adobe Acrobat D...	8 KB
this_is_less than the size limit_is not in pdf a format_has no pdf format errors.pdf	5/16/2013 2:43 PM	Adobe Acrobat D...	12 KB
this_is_less than the size limit_is not in pdf a format_however has a launch link.pdf	3/14/2019 4:44 PM	Adobe Acrobat D...	11 KB
this_is_less than the size limit_is not in pdf a format_however has a pdf file attachment.pdf	3/14/2019 4:26 PM	Adobe Acrobat D...	16 KB
this_is_less than the size limit_is not in pdf a format_however has a text file attachment.pdf	3/13/2019 12:29 PM	Adobe Acrobat D...	39 KB
this_is_less than the size limit_is not in pdf a format_however is password protected.pdf	3/13/2019 10:47 AM	Adobe Acrobat D...	12 KB

File name: [   ]   All Files (*.*)

Open   Cancel

STEP 8   The PDF Checker screen displays. The document's path and filename will appear in the **PDF File** field. Click the **Next** button to continue.

CM ECF   Civil   Criminal   Query   Reports   Utilities   Search   Help   What's New   Log Out

Check PDF Document

PDF File : C:\PDF CHECKER TEST DOCUMENTS\this_is_le   Browse...

Next   Clear

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STEP 9   If a file is less than the size limit, and does not have the .pdf extension, the following message displays. Read the message. Click the **Return to Check PDF Document** hyperlink to returnto the PDF Checker screen.

Check PDF Document

The PDF document does not meet the following CM/ECF requirements:

> *The document is not a well-formed PDF document (no further information is available).*

The document you submitted is not in PDF/A format, but this court does not require documents to be in PDF/A format.

Return to Check PDF Document

If if a file is less than the size limit, is not in PDF /A format and has no PDF format errors, the following message displays. Read the message. Click the **Return to Check PDF Document** hyperlink to returnto the PDF Checker screen.

Check PDF Document

The PDF document meets all CM/ECF requirements.

The document you submitted is not in PDF/A format, but this court does not require documents to be in PDF/A format.

Return to Check PDF Document

If a file is less than the size limit, is in PDF /A format and has no PDF format errors, the following message displays. Read the message. Click the **Return to Check PDF Document** hyperlink to returnto the PDF Checker screen.

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The PDF document meets all CM/ECF requirements.

The document you submitted is in PDF/A format.

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If a file is greater than the size limit, is in PDF/A format and has no PDF format errors, the following message displays. Read the message. Click the **Return to Check PDF Document** hyperlink to returnto the PDF Checker screen.

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The PDF document does not meet the following CM/ECF requirements:

You cannot load this file because it is over 10 MB in size.

The document you submitted is in PDF/A format.

Return to Check PDF Document

If a file is less than the size limit, is not in PDF/A format and is encrypted/ password protected, the following message displays. Read the message. Click the **Return to Check PDF Document** hyperlink to returnto the PDF Checker screen.

Check PDF Document

The PDF document does not meet the following CM/ECF requirements:

The document is not a well-formed PDF document (no further information is available).

The document you submitted is not in PDF/A format, but this court does not require documents to be in PDF/A format.

Return to Check PDF Document

If a file is less than the size limit, is not in PDF/A format and has missing end stream marker, the following message displays. Read the message. Click the **Return to Check PDF Document** hyperlink to returnto the PDF Checker screen.

Check PDF Document

The PDF document does not meet the following CM/ECF requirements:

The document contains code which may cause an external action (such as launching an application). This PDF document cannot be accepted.

The document you submitted is not in PDF/A format, but this court does not require documents to be in PDF/A format.

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If a file is less than the size limit, is not in PDF/A format and has embedded text attachments, or embedded pdf file attachments, the following message displays. Read the message. Click the **Return to Check PDF Document** hyperlink to returnto the PDF Checker screen.

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The PDF document does not meet the following CM/ECF requirements:

The document contains code which may cause an external action (such as launching an application). This PDF document cannot be accepted.

The document you submitted is not in PDF/A format, but this court does not require documents to be in PDF/A format.

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