

Electronic Filing Rules of the Appellate Division

Approved by Joint Order of the Departments of the New York State
Supreme Court, Appellate Division
December 12, 2017

ATTACHMENT A

Formatting Requirements for Documents Electronically Filed

1. General. In addition to compliance with the court’s general rules for document formatting, e-filed documents filed pursuant to this Part shall
 - a. be identical in content to the hard copy;
 - b. comply with text searchable PDF archival format (PDF/A);
 - c. contain bookmarks linking the tables of contents of briefs and records to the corresponding page of the document;
 - d. be paginated to correspond to the hard copy; and
 - e. be scanned at a resolution sufficient to ensure legibility.
2. Multiple Volumes. Each volume of a multi-volume record or appendix shall be submitted as a separate e-filed document.
3. Corrections. Where the court directs filing of corrected documents, such corrected documents shall be filed electronically and by hard copy.
4. PDF Initial View. The “initial view” of a PDF shall be the Bookmarks Panel and Page.
5. PDF File Size. E-filed documents shall each be no greater than 100MB in size.

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Please consult the electronic filing webpage of each Department of the Appellate Division for additional information about these formatting requirements.