

**PHILADELPHIA CIVIL RULE \* 204.1. PLEADINGS AND OTHER LEGAL PAPERS. FORMAT.**

(a) In order to accommodate the filing of documents in an electronic format as authorized by Philadelphia Civil Rule \*205.4, all “legal papers,” as defined in Pa.R.C.P. No. 205.4 (a)(2), must conform to the following requirements:

- (1) All files must be no larger than 3MB each. If an electronic file exceeds this limit, then it must be split into multiple files;
- (2) All PDF pages must be 8 and 1/2 inches in size exactly. Other file sizes may be incompatible with electronic filing;
- (3) No security, passwords or other restrictions may be placed on electronic files. If an electronic file contains passwords or other security devices, it will be rejected; and
- (4) After an electronic file is created, it must not be modified in any way. If an electronic filing is modified, it may be incompatible with the electronic filing system and will be rejected.

(b) In order to accommodate the scanning of legal papers presented in hard-copy format and saving in an electronic format as provided by Philadelphia Civil Rule \*205.4(b)(1), in addition to the requirements of Pa.R.C.P. No. 204.1, all hard-copy “legal papers” must conform to the following requirements:

- (1) all legal papers must be printed on only one side of the paper;
- (2) all orders must contain a 3-inch space from the top of the page for all electronic court stampings, filing notices, etc.;
- (3) legal papers must not be stapled or permanently bound, but must be secured by binder clips or other fasteners which do not puncture or otherwise interfere with scanning;
- (4) bar codes on any page of the legal paper interfere with scanning and must therefore be crossed out or otherwise redacted; and
- (5) to avoid scanning errors, Exhibit separator pages must be used instead of Exhibit tabs.

*Explanatory Note: The source of this rule is Administrative Docket No. 01-2008, issued by Administrative Judge D. Webster Keogh on July 16, 2008.*

***Adopted by the Board of Judges on November 20, 2008; effective on January 5, 2009.***