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Are you ready for e-filing?

Federal, state and local courts are rapidly moving to electronic filings. Mandatory electronic submission of documents in PDF format will be standard practice within a year or two. LANsultants has developed a package of technologies to implement e-filing capability easily and cost effectively. Documents needed to be submitted in PDF format come from three sources: those created in house, court forms, and third party documents.

Documents Created in house

WordPerfect 9, 10 and 11 have a built in PDF creation utility. Simply create your document, save it as you normally would but leave it on your screen. Select 'File' and then select 'Publish as PDF'. Some versions of Microsoft Word come with Adobe Acrobat or Adobe print drivers which work in a similar way. However, most versions of Word and most other Windows applications do not have this capability. For these programs we generally use PDF995.

PDF995 is a print driver which converts any Windows print job to a PDF file. PDF995 is available in two versions, free and \$10. The free version displays an ad when used and the \$10 version does not. There are a few programs, such as certain bankruptcy applications, which require Adobe Acrobat to create PDF files, but these are the exception and not the rule.

Court Forms

Most standard court forms are now available online in PDF format such as those found at <http://courts.phila.gov/forms.html>. Though it's possible to edit PDF files using the Touch Text Tool in the full version of Adobe Acrobat, this tool is clunky and the full version of Adobe Acrobat is very expensive (\$200-\$300/user) to implement if you have to provide an Adobe license to each user. Our recommended solution for editing court forms is to download the form once, print it out, scan it into Presto Forms format and use Presto Forms to edit the form. Presto Forms 3.0 is an inexpensive (\$30) program which allows you to use your keyboard to type on a form as you would with a typewriter. The completed form can then be re-converted to PDF format using PDF995.

3rd Party Documents

If a 3rd party document is received in Word or WordPerfect format via e-mail, it can easily be converted to PDF format using PDF995. However, if the document requires editing it may have to be accessed with a word processing program. This may require setting up "associations", so that if you use WordPerfect and a Word file arrives in an e-mail to your PC, your computer knows to convert and access the attachment in the appropriate program. If the email attachment is in PDF format it sometimes can be edited using Adobe Acrobat. Be aware that some PDF Files are distributed in a "Locked" format that cannot be edited though it is possible to cut and paste to your word processor.

If a 3rd party document is received on paper, it will need to be scanned first. If the document is text only and requires no editing then you may want to have the full version of Adobe Acrobat on the PC connected to your scanner to simplify the scanning and PDF creation process. If the document requires editing (eg., an interrogatory) then you will want to use an OCR (Optical Character Recognition) program such as TextBridge 11 to convert the document into your word processing format, edit it and then use PDF995 to convert it to PDF format. If the document is a form, you would scan it into Presto Forms format, edit it as you would with court forms and then convert to PDF Format.

LANsultants can assist your firm in any part or the entire process of e-filing including registration, hardware and software installation and configuration, and user training.

What is the #1 reason clients lose e-mail and Internet access?

Surprisingly, failure to pay their ISP's bills or domain name registration renewal fees is the number one reason our clients lose internet access and experience interruptions in email service. Since many ISP's and domain registrars have a "no grace period" policy, LANsultants recommends that these invoices be Flagged "pay immediately".