

Hardware and Software Requirements for ECF (Electronic Case Filing)

US District Court – District of Utah

Attorneys will need the following hardware and software to utilize the new system to electronically file, view, and retrieve case documents.

- **COMPUTER:** A personal computer running a standard platform such as Windows 2000, XP or Macintosh
- **INTERNET ACCESS:** DSL, Cable or T-1 connection recommended. Dial-up not recommended, but will work if you do not anticipate uploading or downloading large filings.
- **EMAIL ACCOUNT:** An email account capable of receiving internet email.
- **INTERNET BROWSER:** The following browsers are approved: Internet Explorer versions 6, and 7, and Mozilla Firefox version 2. Install patch updates as appropriate to keep the version up to date. Netscape Navigator is no longer recommended for CMECF.
- **PDF DOCUMENT CREATION SOFTWARE:** Document conversion software, such as Adobe Acrobat Writer, CutePDF or Fine Print pdfFactory, to convert documents from a word processing format to portable document format (PDF). WordPerfect versions 9 and above have pdf conversion software built in.
- **PDF READER:** Adobe Acrobat Reader or comparable. Comes with Adobe Acrobat Standard, otherwise can be downloaded for free from <http://www.adobe.com>.
- **DOCUMENT SCANNER:** A scanner to convert documents from paper format to electronic PDF format, if they are not available in your word processing system. Scanned documents result in a larger file size, and take much longer to transmit, slowing down the electronic filing and retrieval process. Recommended scanner settings at 200 or 300 dpi resolution, and black and white scanning for text. Please use color only for documents requiring color to display properly.