

# Creating PDF and RTF files in general

## Point 1. Utah Court Document Requirements

The Utah State courts require you to file PDF files for everything except orders, which must be submitted in RTF. Judicialink will produce an error if you try to upload a PDF where an RTF should be or an RTF where a PDF should be. The Administrative Office of the Courts has instructed us that, where possible, PDFs should be created in a text-searchable format, but realistically, the system does not reject documents if they are not text-searchable.

## Point 2. Creating PDF and RTF files in general

PDF (Portable Document Format) is a format developed by Adobe that has become the most common interchange format for documents because of its unique page-based qualities and because they are hard to edit. There are several ways to create a PDF document

- In word processors that have the option, choose Save As PDF when you save a document (this will produce a searchable PDF).
- Download a PDF printer online such as cutepdf, then print your documents directly from your word processor to a PDF format (this will produce a searchable PDF).
- Buy Adobe Acrobat Writer to create or modify PDFs
- Scan the document in a scanner that outputs in PDF (this will not produce a searchable PDF).
- Use Judicialink's Autopleading feature to create PDFs
- Use Judicialink's Combine/Split PDF feature to attach exhibits or split up PDF documents

RTF (Rich Text Format) is the native format of Microsoft Wordpad. It is not page-based like PDFs, and it is easy to edit, unlike PDFs. The reason why the state courts have asked that orders be submitted in RTF is so that the judges can edit the document before signing. RTF can be created by using the Save As feature of any modern word processor.

## Point 3. Using Judicialink's PDF tools

Judicialink presently has two PDF tools: (1) Autopleadings and (2) Combine/Split PDFs. The Autopleadings tool allows you to create PDF and RTF pleadings on the fly. The Combine/Split tool is a simple tool very useful for attaching exhibits and splitting documents. The next sections of this manual are dedicated to using these tools.