

## Guidelines for Electronic Documents

Counsel are reminded that the Copyright Royalty Judges expect that parties will put the same careful thought and effort into the preparation of the electronic documents they file with the Judges as they do with the hard copy versions of the same documents. To assure that the Judges enjoy maximum benefit from receiving electronic filings, the Judges urge adherence to the following guidelines:

1. Parties shall file all documents in connection with a proceeding in PDF (.pdf) format except for any proposed order. Parties shall file proposed orders in Word (.docx) format.
2. Parties shall prepare PDF documents by printing or saving the original word processing file to a PDF file (*i.e.*, “print to pdf” or “save to pdf”). PDF files produced by scanning a paper original are unacceptable, with the exception of signature pages and those specific exhibits or attachments that are only available in paper form.
3. To the extent parties must prepare any PDF pages by scanning, the parties shall assure that the pages are rendered as “searchable image” files through the use of optical character recognition (OCR).
4. Parties shall include in all electronic documents appropriate electronic bookmarks to designate the tabs and/or tables of contents that appear in hardcopy format to assist the Judges in navigating through the file.
5. Parties shall submit in color a document that relies on color to convey information (the same applies to hard copy documents).

Issued November 18, 2014