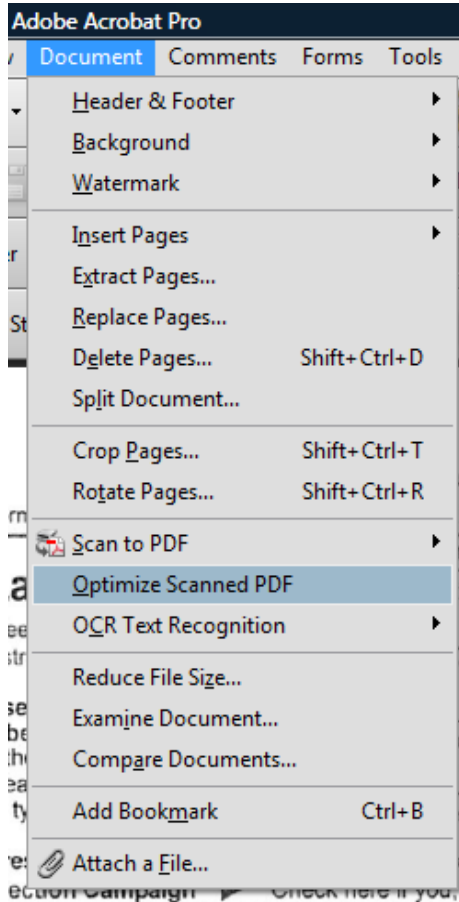


PDF Attachments – Best Practices

Watch your file sizes. Our mail server will not accept emails that exceed 5MB in total w/ attachments. Furthermore, files larger than 5.5MB will be rejected by the court.

A PDF attachment should **NEVER** exceed 1MB in size (in my opinion). If you scan a document or receive a scanned document from a debtor that exceeds 1MB in size, you should run “Optimize Scanned PDF” from your “Document” menu in Acrobat.



Bear in mind the Court requires 300dpi or higher. We'll accept that too, just don't exceed the file size limits.

Name	Size
08 taxes	5,561 KB
08 taxes document optimized 9 Pro	291 KB
08 taxes document optimized 8 Pro	518 KB

This can turn a 5MB (5,000KB) file in to a 0.5MB (500KB) file.

Never name a file using periods (dots). For example: mr.tax.return.state.pdf

Our mail scanner will reject these types of file names. Use spaces, dashes, or underscores if you must, just do not use “.”!!!!!! The only “.” should be the one preceding the file type, in this case “.pdf”.

Check your default scanner settings. You should always scan in Text mode, and try not to exceed 200dpi using a medium image density setting. If you cannot change your scanner settings make sure you run PDF optimization before attaching the file to an email to our office.

Never send a protected PDF (password protected or otherwise)

Always email your documents to:

Precon@portland13.com or Postcon@portland13.com. This will ensure that you receive a confirmation email from our mail server that we received it. **IF you do not receive confirmation, we didn't get it.**

If an email doesn't go through, check your file sizes. If you have lots of attachments, break them in to separate emails. Email me with questions: nalikom@portland13.com.