



## Important Steps for Filing

1. Only use simple black fonts: Courier (Regular, Bold, Oblique, and Bold Oblique) OR Times New Roman (Regular, Bold, Italic, and Bold Italic). Color fonts do not print.
  2. Prior to scanning documents, please ensure that the images are "clean" and do not shade negative notice blocks. Only black and white scanned documents are allowed.
  3. 8.5" x 11" maximum size for documents. Hint: If your documents turn out larger than this, you can reduce the size in Adobe Acrobat (PDF writer) by selecting option "Document", then crop pages (or press Ctrl+T).
  4. Before final submission, please open your document and review it before submitting. If you receive an error or cannot read/view it correctly, please rescan the document.
- \* Submitted documents must conform to the above standards or they will be rejected by the BNC.
- \*\* When printing an order in Adobe Acrobat, select "Document and Comments" under the "Print What" print options to ensure the printing of a judge's signature.**