

Preparing Documents for E-Filing

Depending on the document types and sizes included in your E-MACS e-filing, you may be required to do some document preparation before uploading your documents. Consulting the following guidelines before beginning the e-filing process may help the overall process.

Please note that you should factor in any document preparation time into your overall time needed to create and submit a filing in E-MACS.

Document Types

E-MACS accepts the following document types:

- Microsoft Word
- PDF
- WordPerfect
- RTF (rich text)
- TXT (plain text)

Document Size Limit

Large documents take up more “space” on a computer than smaller documents do. Documents you will be e-filing may be anywhere from a few KBs (relatively small) all the way up to dozens of MBs (very large), depending on their size.

The maximum size limit of individual documents you can upload to E-MACS is 25MB. If a document is larger than 25MB, you will be prompted by E-MACS that the document exceeds the maximum allowed file size.

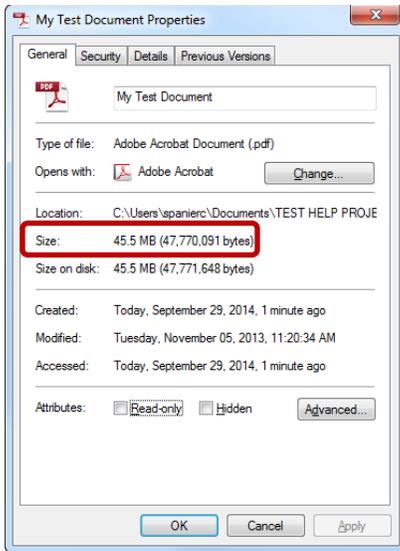
How do I determine the size of a document?

If you would like to check the size of your document(s) before beginning the e-filing process in E-MACS, do the following:

On a pc / Windows device:

1. Locate the document on your computer.
2. Right-click the document and select “Properties.”
3. In the dialog that displays (which will resemble the following, regardless of file type), locate the Size information. If the size is larger than 25MB (as it is in the following example), you will need to separate the document into separate parts before e-filing.

If the document size is given in KBs, then the document is well below the 25 MB threshold.



On a Mac:

1. Navigate to where your document is located (e.g., the Desktop or Documents folder).
2. Click the **List** icon at the upper-left to display all documents in a list.



In the list of documents that displays, the size of each document will be clearly labeled, as shown below.

Name	Date Modified	Size	Kind
archive.jpeg	Nov 26, 2013, 1:13 PM	8 KB	JPEG Image
images-1.jpeg	Nov 26, 2013, 1:08 PM	4 KB	JPEG Image
images-2.jpeg	Nov 26, 2013, 1:09 PM	4 KB	JPEG Image
images.jpeg	Nov 26, 2013, 11:40 AM	4 KB	JPEG Image
Kevin Brochure copy.ai	Jul 8, 2014, 9:51 AM	152 KB	Adob...ument
Kevin Brochure.ai	Jul 8, 2014, 1:01 PM	5.9 MB	Adob...ument
Kevin_0001.jpg	Jul 8, 2014, 9:57 AM	484 KB	JPEG Image
Kevinbrochureinside.ai	Jul 11, 2014, 11:06 AM	280 KB	Adob...ument
Krueger.jpg	Jun 10, 2014, 11:09 AM	968 KB	JPEG Image
lawlibdoorway.psd	Apr 28, 2014, 3:52 PM	516 KB	Adob...op file
libguidesbanner.psd	Nov 26, 2013, 3:20 PM	744 KB	Adob...op file
logo.psd	Nov 26, 2013, 3:43 PM	68 KB	Adob...op file
MSLL_FullColor_CS2.eps	Jun 25, 2014, 2:55 PM	476 KB	EPS File
MSLLLogoStyleGuide (1).pdf	Jun 23, 2014, 3:33 PM	452 KB	PDF Document
MSLLLogoStyleGuide (2).pdf	Jun 23, 2014, 3:39 PM	452 KB	PDF Document
My Great Movie	Aug 20, 2014, 2:46 PM	--	iMovie Project
My Stuff	Nov 26, 2013, 8:29 AM	--	Folder
Panorama_360_Camera (4).jpg	Nov 26, 2013, 3:43 PM	160 KB	Adob...EG file
Picture 1.png	Today, 4:10 PM	236 KB	Porta... Image
Picture clipping	Jul 2, 2014, 3:12 PM	332 KB	Pictur...lipping
Rosalie_Wahl_1 01.aiff	Apr 28, 2014, 4:06 PM	313.9 MB	AIFC ...dio File
suzyparty copy.eps	Jul 2, 2014, 4:37 PM	1.6 MB	EPS File
suzyparty.ai	Jul 2, 2014, 4:35 PM	496 KB	Adob...ument
Usability study	Nov 26, 2013, 8:29 AM	--	Folder

Otherwise, E-MACS will inform you if a document is too large when you try to upload it.

Uploading Documents as Multiple Parts

As stated, documents larger than 25MB must be divided into separate parts.

Each document upload page in E-MACS has an **Add Another Part** feature that enables you to upload a single document in multiple parts.

Removing Confidential Information from Documents

The e-filer is responsible for redacting (removing or segregating) information that is confidential from e-filed documents. The clerk's office is not responsible for redacting documents or for correcting redaction errors in e-filed documents.

See Rule 112 of the [Minnesota Rules of Civil Appellate Procedure](#) (click the "Adobe PDF" link) for details on redacting confidential information from submitted documents.

Some of this confidential information includes:

- names and identifying information of crime victims and alleged victims of sexual or domestic assault
- financial identifiers, such as social security numbers and bank account information
- names of parents and children in juvenile protection cases

Failure to redact sensitive information could result in rejection of your filing or other sanctions.