

Document preparation and file formats

Document Preparation & File Formats

Before commencing the actual filing process, the filer should locate and prepare the PDF and source file(s) to be E-Filed. It is usually helpful to copy the files to your desktop to facilitate the upload from your computer to the DIS server. It is also good practice to make sure all metadata (such as tracked changes or revisions) has been removed from your files. More information on tools and procedures to remove metadata is available under the electronic filing link at www.puco.ohio.gov/puco/docketing/.

The E-Filing system requires the filing of a modifiable (no password protection) PDF file as well as the electronic source file(s) used to create the PDF. The PDF file will be modified by DIS upon successful upload by the insertion of a last page bearing the time, date and filing information shown on the confirmation page. The PDF will also be password protected against modification to facilitate validation in subsequent use when the file is not directly downloaded from DIS.

Only one official PDF file is permitted per filing and the file size should not exceed 5MB. If a source document naturally produces a PDF file which exceeds this limit, the PDF should be divided into smaller files and filed as separate documents but labeled appropriately in the document summary (e.g., "Part 1 of 2"). Multiple source documents, including additional PDFs, can be uploaded in the same filing regardless of file size. The PDF file size limitation is not strictly a reflection of any system limitation, but is intended to help accommodate those members of the general public who may be viewing the document via slower dial-up access.

Whenever possible, PDFs should be created from electronic source files, as opposed to scanned images, because those created from the actual sources are considerably smaller and provide more accurate content indexing for DIS search functions. In addition, various software tools and procedures are now available to remove all metadata (such as tracked changes or revisions) from source files prior to upload. More information may be found on the electronic filing page referenced above. If the filed PDF is from a scanned image, or in the event one or more source files are unavailable, the filer may create a substitute source file using a Microsoft Word (or other acceptable format) document, explaining the circumstances as to why the PDF is a scanned image and/or the source file(s) are not included.

DIS is designed to accept source documents for maximum utility for all parties, as well as superior indexing and search functionality. A list of the native/source file formats which may be uploaded in the E-Filing process is posted at www.puco.ohio.gov/puco/docketing/.

Filers who have other native/source file types they wish to upload should contact Docketing at docketing@puc.state.oh.us or (614) 466-4095.