



**UNITED STATES BANKRUPTCY COURT**

EASTERN DISTRICT OF MISSOURI  
THOMAS F. EAGLETON U.S. COURTHOUSE  
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**PUBLIC NOTICE**

**Image Quality Specifications for Scanned Documents in CM/ECF**

Please take note that the following requirements for scanning resolution and pixel (bit) depth apply to scanned images to be uploaded via the Court's CM/ECF system.

3.2.1 Bitonal (1-bit) scanned at 300-600 ppi<sup>1</sup>

This is appropriate for documents that consist exclusively of clean printed type possessing high inherent contrast (e.g., laser printed or typeset on a white background). Scanning at 600 ppi is recommended.

3.2.2 Gray scale (8-bit) scanned at 300-400 ppi

This is appropriate for textual documents of poor legibility because of low inherent contrast, staining, or fading (e.g., carbon copies, thermofax, or documents with handwritten annotations or other markings), or that contain halftone illustrations or photographs. Scanning at 400 ppi is recommended.

3.2.3 Color (24-bit RGB [Red, Green, Blue]) scanned at 300-400 ppi

Color mode (if technically available) is appropriate for text containing color information important to interpretation or content. Scanning at 400 ppi is recommended.

Scanned CM/ECF documents shall conform to the specifications outlined in the Local Procedures Manual at <http://www.moeb.uscourts.gov/rules.htm>

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Dana C. McWay  
Clerk of Court

July 25, 2016

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<sup>1</sup> "ppi" is pixels per inch