



## **I.R.E.F.S. 6. Format and Size of Documents Filed Electronically**

### **Idaho Rules for Electronic Filing and Service**

#### **Rule 6: Format and Size of Documents Filed Electronically**

##### **(a) Electronic format and limited size.**

(1) A document, other than those excluded in subsections (2) and (3) below, submitted electronically to the court must be in the form of a text-searchable Portable Document Format (PDF) or a text-searchable Portable Document Format/A (PDF/A) file, be directly converted to PDF rather than scanned (if possible), and not exceed 50 megabytes. A document that exceeds the size limit must be broken down and submitted as separate files that do not exceed 50 megabytes each. Separate files under this section must include in the "Comments to Court" field for each submission a description that clearly identifies the part of the document that the file represents, for example, "Motion for Summary Judgment, part 1 of 2."

(2) A document that is an attachment or exhibit (not motion, brief, memorandum, etc.) that is a scanned image of its original form, may be in standard PDF format and need not be text searchable as required in subsection (1) above.

(3) Current Court Assistance Office forms approved by the Idaho Supreme Court may be filed in Portable Document Format (.pdf) and need not be text searchable as required in subsection (1) above.

##### **(b) Supplemental attachments.**

(1) Subject to the exceptions in (2) below, a document that includes attachments must be submitted as a unified single PDF file to the extent practicable. An electronic filing submitted under this section that exceeds 50 megabytes must comply with subsection (a) of this rule.

(2) The documents listed below should be filed as a separate document. A filer submitting separate documents under this subsection must include in the Filing Description field a description that clearly identifies each document. For each separate document submitted, the detailed caption title, filing description in the electronic filing system, and .pdf file title must be substantially identical.

(A) A proposed order, judgment, or other document that requires court signature must be submitted as a separate document.

(B) An attachment that is exempt from public disclosure, was previously ordered sealed, or is the subject of a motion to seal must be submitted through the electronic filing system as a separate document and must otherwise comply with Rule 7.

(C) An application for fee waiver must be submitted as a separate document.



**(c) Multiple documents submitted in same envelope.** Documents that pertain to the same case filed and / or served through the electronic filing system at approximately the same time must be submitted in the same envelope. An envelope cannot exceed 100 megabytes. A filer may submit multiple envelopes at the same time if a singular submission would exceed 100 megabytes. Separate envelopes under this section must include in the ."Comments to Court." field for each submitted envelope a description that clearly identifies the fact that the documents are being submitted in multiple envelopes due to document size, for example, ."Documents submitted in multiple envelopes due to size, this is envelope 1 of 2."

**(d) Additional technical format requirements.** Documents filed with the court must comply with the additional technical and format requirements contained in the Court's approved Electronic Filing Guide. Note, however, that documents that are exhibits will not be rejected for format requirements as described above in subsection (a)(2).

*(Adopted April 15, 2019, effective July 1, 2019; amended December 18, 2024, effective January 1, 2025)*

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