

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 03-52-

DATE: March 12, 2003

TO: All Regional Directors, Officers-in-Charge,
And Resident Officers

FROM: Richard A. Siegel, Associate General Counsel

SUBJECT: Electronic Court Filings--Utilization of Adobe Writer Software

Recently, a number of U.S. District Courts and bankruptcy courts have instituted requirements that all parties file any papers with that court electronically. Courts that have adopted such requirements also mandate that such filings must be made utilizing Adobe Writer 5.0 software. The Agency has purchased a number of Adobe Writer licenses so that Regional Offices may comply with the requirements to file documents electronically with a court using the Adobe Writer software, which converts Microsoft WORD files into the approved format for submission to the court. Each Regional Office is being provided two licenses and may designate two workstations where this software may be loaded and utilized to convert files into the Adobe Writer format (.pdf). Each Subregional and Resident Office is being provided with one license and may designate one workstation where this software may be loaded and utilized. The software will not be on the network but will only be installed on a designated computer. However, more than one individual may utilize the same computer to convert WORD documents into the Adobe Writer format (.pdf) without violating the license.

In deciding where to locate the software, you may wish to consider who will normally be utilizing the software to complete the final steps necessary for filing papers electronically with the bankruptcy court or the U.S. District Court. For example, you may wish to place the software on the desktop of the Regional Attorney's secretary or the compliance assistant, since both positions are frequently involved with finalizing papers filed with U.S. District Court or with a bankruptcy court. Once the Regional Director has determined the work stations(s) where the software will be loaded, an E-mail should be sent to Karen Austin, Desktop Manager, Information Technology Branch (ITB), providing her the Region, Subregional or Resident office and the computer-user name(s) and job position(s) in that office where the Adobe Writer software will be located. We would appreciate it if you would make your designations within two weeks from the date of issuance of this memorandum. Ms. Austin will then make arrangements for the Adobe Writer software to be loaded at the designated

workstations. ITB is preparing simple instructions for converting WORD files to Adobe Writer format and these instructions will be distribute to all Regional, Subregional and Resident Offices at the time of installation of the software. In addition, any questions that arise over converting a file to Adobe Writer format may be addressed to the ITB Help Desk (202-273-1791).

If you have any questions regarding this memorandum, please contact your Assistant General Counsel or Deputy or the undersigned

/s/
R.A.S.

cc: NLRBU

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