

CREATING PAGE LABELS IN ADOBE ACROBAT PRO

To facilitate efficient review of electronically filed briefs, all briefs submitted in Portable Document Format (PDF) may include PDF page labels that correspond to the page numbers appearing on the document itself. For example, where the caption is on PDF page 0, a table of contents and table of authorities is on pages i to iii, and the text of the brief is on pages 1 to 10, the PDF page numbers should match 0, i-iii, and 1-10. The page number for the cover page may be suppressed and need not appear on the cover page.

An electronic filer is not required to use a specific vendor, technology, or software for creation of a document for filing. Nonetheless, following are instructions on creating page labels in Adobe Acrobat Pro, if an electronic filer chooses to use that application.

A. Add Page Labels

1. Open the completed PDF in Adobe Acrobat Pro.
2. Open the Page Thumbnails panel.
3. For the Cover Page:
 - a. Right-click the page thumbnail and select **Page Labels...**
 - b. For **Pages**: choose **Selected**
 - c. For **Numbering**:
 - choose **Begin new** section
 - choose **Style**: Decimal Numbers (1, 2, 3).
 - Set **Start**: 0.
 - d. Click **OK**
4. For the Tables of Contents and Authorities:
 - a. Right-click the page thumbnail of the first page of the Table of Contents and select **Page Labels...**
 - b. For **Pages**: choose **Selected**
 - c. For **Numbering**:
 - choose **Begin new** section
 - choose **Style**: Lowercase Roman Numerals (i, ii, iii).
 - Set **Start**: i.
 - d. Click **OK**
5. For the Argument or next section (the page identified as page "1")
 - a. Right-click the page thumbnail of the first page of the Argument and select **Page Labels...**
 - b. For **Pages**: choose **Selected**
 - c. For **Numbering**:
 - choose **Begin new** section
 - choose **Style**: Decimal Numbers (1, 2, 3).
 - Set **Start**: 1.
 - d. Click **OK**

6. Save the PDF before closing.

B. Verify Before Filing

Before filing the document, use the **page navigation** box in Adobe Acrobat to:

1. Confirm that the cover page displays as **0**.
2. Confirm that the Tables of Contents and Authorities display **i, ii, iii**, etc.
3. Confirm that the first page of the argument displays as **1**, with all subsequent pages numbered consecutively.

C. Applicability

Page labeling is requested for all electronically filed briefs where the default page numbering in the Adobe page navigation box does not match the page numbering printed on the document.

D. Referencing Page Numbers of an Electronically Filed Document

When referring to page numbering in briefs (for example, an opposition that refers to the motion), please reference the page number printed on the page (which should also match the page labeling applied through Adobe Acrobat, or equivalent application) and line number.

For example, an opposition brief filed in response to the motion filed at Docket No. 3 might reference “Dkt. 3 at p. 10,” meaning the page of argument labeled as “page 10,” which is not necessarily the tenth page of the PDF.