



Santa Clara County Legal Professionals Association

www.sccolpa.org

PROUDLY PRESENTS



ADOBE ACROBAT FOR LEGAL PROFESSIONALS



Portable Document Format (“PDF”) is familiar to everyone who works in a law office. Courts are now requiring certain features or formats for electronically-filed PDF documents. You will see how a document is changed from paper to an electronic document suitable for filing with the court.

We will use Adobe to change the security settings, add a password, flatten a document, and create a “PDF/A” document (which the federal Judiciary announced as the technical standard for filing documents in the Case Management and Electronic Case Files (CM/ECF) system). In the process we will create bookmarks to navigate as well as to manage documents, redact using different methods, and apply bates numbering.

GUEST PRESENTER: Shara J. Bajurin, CCLS

Tuesday, November 10, 2020
6:00 pm: Check-in/Social/Business Meeting
6:30 pm – 7:30 pm: Program

VIA ZOOM: link to the Zoom meeting will be provided following registration and prior to the program. Price: \$15.00 (members and non-members)

Please register and pay by credit card on our “Upcoming Events” page at www.sccolpa.org/events.
If you have any questions, email us at reservations@sccolpa.org.

This activity has been approved for CCLS credit in the amount of one (1) hour. Santa Clara County Legal Professionals Association certifies that this activity conforms to the standards for approved educational activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.