Creating an Electronic Clerk's Record

This tutorial was created to give district and county clerks a practical guide for the creation of electronic clerks' records. These steps incorporate all of the necessary components of an electronic record; however, there may be multiple ways to accomplish the same task in creating your record. These steps were compiled using Adobe acrobat 10 standard. If you are using a different program or a different version of acrobat, the commands may be different; but keep in mind the general steps will be the same. Lastly, prior to starting your record, please check with your local appellate court regarding local rules and policies.

1. Identify all documents required to construct the record

2. Create an index of the documents (Word is recommended)

3. Construct the cover page, bill of cost, and certification page
   Templates for the cover and certification page can be found in your Appellate Courts' local rules. Local rules are on your appellate Court's website.

4. Merge the documents into a single PDF file
   Adobe Acrobat X Standard – Combine Files into PDF – Drag and drop files onto the page and then arrange them in the order you want – Combine Files

5. Adding page numbers
   Tools – Pages – Header & Footer – Add Header & Footer – Select location to appear (Center or Right Footer Text) – Insert Page Number – Adjust font size – OK

6. Edit index with proper page numbers
   Insert the proper page numbers into the original draft of your index.

7. Replace the initial index with the edited index (Replace pages)
   Note the beginning and ending index page numbers (i.e. pages 2-5) – Scroll to the first page of the index – Tools – Pages – Replace – Files of Type (All Files) – Select the updated Index file – Insert the beginning and ending page numbers you previously noted – OK – Yes

8. Making a PDF searchable (OCR)
   Tools – Recognize Text – In This File – All Pages – OK
   (Note: If some of the documents are already PDF Searchable, you will receive a message "Acrobat could not perform recognition (OCR) on this page because: This page contains renderable text." Check the "ignore future errors in this document" box – OK. This message will not affect the OCR process.)

9. Bookmarks
   a. If the record was created using individual files, Adobe will automatically create bookmarks for each document. Update the bookmarks as needed.
      - Select the bookmark icon located on the left side of the window
      - Slowly double click the bookmark you desire to edit
      - Make changes

b. How to create a bookmark. If you start with one large file, it is necessary to create bookmarks for the individual documents contained within the file.

- Select the bookmark icon located on the left side of the window
- Highlight the name of the document you wish to bookmark – select the new bookmark icon located at the top of the bookmark window

If the bookmark is not displayed in the correct order, you can drag and drop the bookmark to its proper location.