Document Forwarding Instructions

I accept documents attached to an email in PDF, only. Other document formats are unacceptable because of poor quality, size, and inability to perform optical character recognition and manipulate the documents. There is also the issue of viruses—they may go unrecognized by my antivirus software if transmitted in other formats. Alternatively, facsimile transmissions under 20 pages are acceptable: fax to 855.445.3107.

Please follow these instructions carefully—particularly the "Tips." They are designed to save me time reviewing and analyzing your documents and understanding the facts. When these instructions are not followed, the time it takes me to review and analyze your matter is significantly increased, and your charges for my services will reflect that increased time.

If your documents are not in PDF and you cannot print, convert or scan to PDF, or cannot organize documents into a single file, or the task would be too time-consuming—have them professionally processed. FedEx Office, Staples, or your local office store will print, convert, or scan for you.

If you have retained my services, <u>copies</u> of paper documents may also be mailed or delivered to my office for scanning into PDF. Do not mail or deliver any original documents, as the paper copies will be destroyed.

If your documents are few, separate PDF files as email attachments should not significantly increase the time it takes me to review and understand them, provided they are forwarded in a single email and presented in chronological or other logical order. Multiple emails containing multiple, or out-of-order attached documents, does significantly increase my time and your legal fees.

Tips:

- Forward a single PDF file only, containing all pages of all documents
- **Organize documents chronologically by date**
- Print or convert, do not scan, documents in other formats to PDF
- Scan both sides of a two-sided document
- Keep the file size small—do not OCR the document
- I use Acrobat DC (12)—make compatible
- Attach the PDF file to an email addressed to mrdaymude@mrdaymude.com
- Acrobat Reader is free—use it to read documents from me

If the file contains hundreds of page, the file may be too large to send by regular email. Files containing sensitive information, such as financial or health records, may be sent using the free secure service DropSend.

Do you want to mail or deliver paper documents instead? My office charges $.25 per page to scan documents to PDF. Documents are scanned in the exact order presented so they should be arranged in chronological or other logical order.