TITLE 1105: REMOVING METADATA FROM DOCUMENTS	
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What is metadata?

Metadata is information that is imbedded in documents sent electronically. Metadata will show the history of document edits, tracked changes, and the management of the document. Metadata can tell someone when a document was last accessed, saved, changed, sent, and received. It can also show the additions to the document, deletions from the document, embedded comments, and red line changes. Certain software programs can access this information.

eFiling and Metadata:

Mandatory eFiling requires that all Proposed Orders be submitted to the clerk as Microsoft Word documents (.docx). In addition, documents converted from Microsoft Word to PDFs may contain metadata. Below is a step-by-step instruction to ensure that Microsoft Word documents do not contain metadata before they are eFiled with the court or converted into PDFs. This will prevent draft work product from being seen by others or potentially becoming part of the record.

Removing Metadata from a Proposed Order:

1. Ensure that the document is finalized and saved.
2. Click on the file tab on the upper left-hand side of the screen.
3. On the file screen, the tab labeled "Info" should be highlighted. If not, click on the word "Info" on the left-hand side of the screen.
4. Click on "Check for Issues."
5. Click "Inspect Document."
6. A screen will pop up. Ensure that all the checkboxes are checked.
7. Click "Inspect."
8. After a few seconds, click the "Remove All" button next to any metadata you want to remove.
9. Click "Close."
10. Save the document.