ADDING BATES NUMBERING IN PDF DOCUMENTS

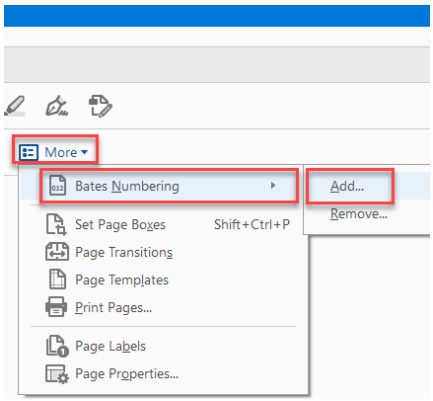
NOTE: There are several methods of adding Bates numbering in PDF documents and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat DC Pro. Your procedure may vary depending on which PDF creation software you are using.

Bates Numbering is a method of indexing legal documents by assigning a unique sequential identification numbering to each page, file or image to make the task of organizing, retrieval and identifying important documents a lot easier.

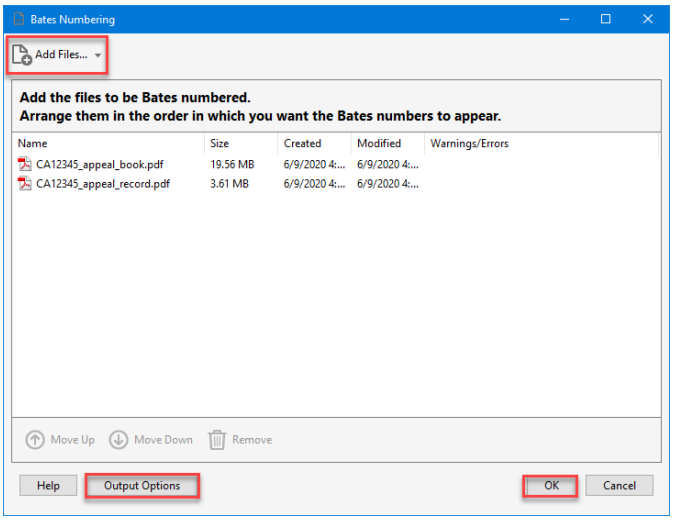
Using Acrobat DC Pro, you can automatically apply Bates numbering as a header or footer to any document or to documents in a PDF Portfolio (If the PDF Portfolio contains non-PDF files, Acrobat converts the files to PDF and add Bates numbering). You can add custom prefixes and suffixes, as well as a date stamp. And you can specify that the numbering is always applied outside the text or image area on the document page.

1. Open your PDF document in Adobe Acrobat DC.

2. Click **Tools > Organize Pages**. Choose **More > Bates Numbering > Add**

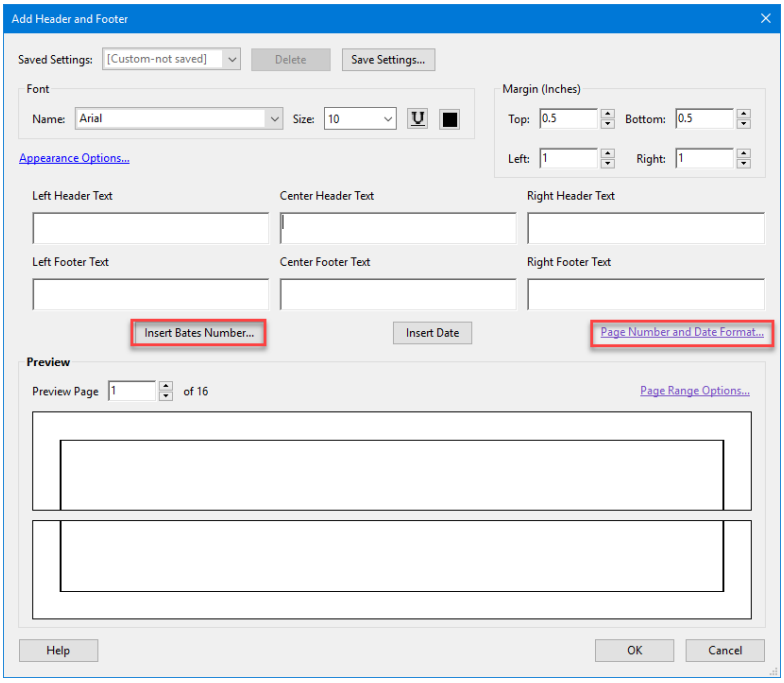


3. In the **Bates Numbering dialog box**, add the files you want to number, and arrange them in the appropriate order. Click **Output Options** to specify the location and naming convention for the numbered files. Click **OK.**

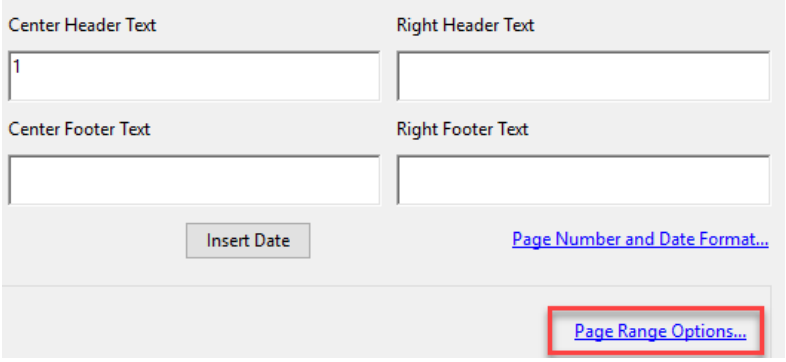


4. ***Note:*** *Bates numbering should start* ***after*** *the Index (Table of Contents)* ***OR*** ***after*** *Part 1. Please refer to the* ***Court of Appeal Efile Requirement Checklist*** *for other requirements in defining the style and format of the number.*

   In the **Add Header and Footer** dialog box click **Page Number and Date Format…** and select the proper start page number. Under the **Appearance Options** put your cursor where you want the page number to appear then click **Insert Bates Number**. Set your preference.



5. If you do not want to stamp every page in the document click the **Page Range Options…** link. Select the range of pages that you wish to stamp. Click **OK.**



6. Select **OK** to apply the Bates number to your page(s).

You cannot edit Bates page numbering after you've added it to a document. You can, however, delete Bates numbering and apply a different Bates numbering formula.