

Interactive Fields on PDF Documents

Definition:

Interactive fields (also referred to as “dynamic fields” or “fillable fields”) are portions of a PDF document that a user is able directly manipulate and enter information into. These fields can be made available as default on a document or put in by a user making edits to it. Typically, interactive fields are used for name and address entry sections, check boxes, and signature lines. When adding information to one of these fields, it is not directly added onto the PDF but instead added as a layer that floats above the document.

Examples:

Supreme Court of Pennsylvania
Court of Common Pleas
Civil Cover Sheet

For Prothonotary Use Only:

Docket No: _____

TIME STAMP

YORK County

The information collected on this form is used solely for court administration purposes. This form does not supplement or replace the filing and service of pleadings or other papers as required by law or rules of court.

Commencement of Action:

<input checked="" type="checkbox"/> Complaint	<input checked="" type="checkbox"/> Writ of Summons	<input type="checkbox"/> Petition
<input checked="" type="checkbox"/> Transfer from Another Jurisdiction	<input checked="" type="checkbox"/> Declaration of Taking	

Lead Plaintiff's Name:

Lead Defendant's Name:

Are money damages requested? Yes No

Dollar Amount Requested: within arbitration limits
 outside arbitration limits
(check one)

Is this a Class Action Suit? Yes No

Is this an MDJ Appeal? Yes No

Name of Plaintiff/Appellant's Attorney:

Check here if you have no attorney (are a Self-Represented [Pro Se] Litigant)

Nature of the Case: Place an "X" to the left of the **ONE** case category that most accurately describes your **PRIMARY CASE**. If you are making more than one type of claim, check the one that you consider most important.

- Typical portions of a PDF that might be interactive fields.

HELLO & GOODBYE, P.C.

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BY: _____

J.J. HELLO, ESQUIRE

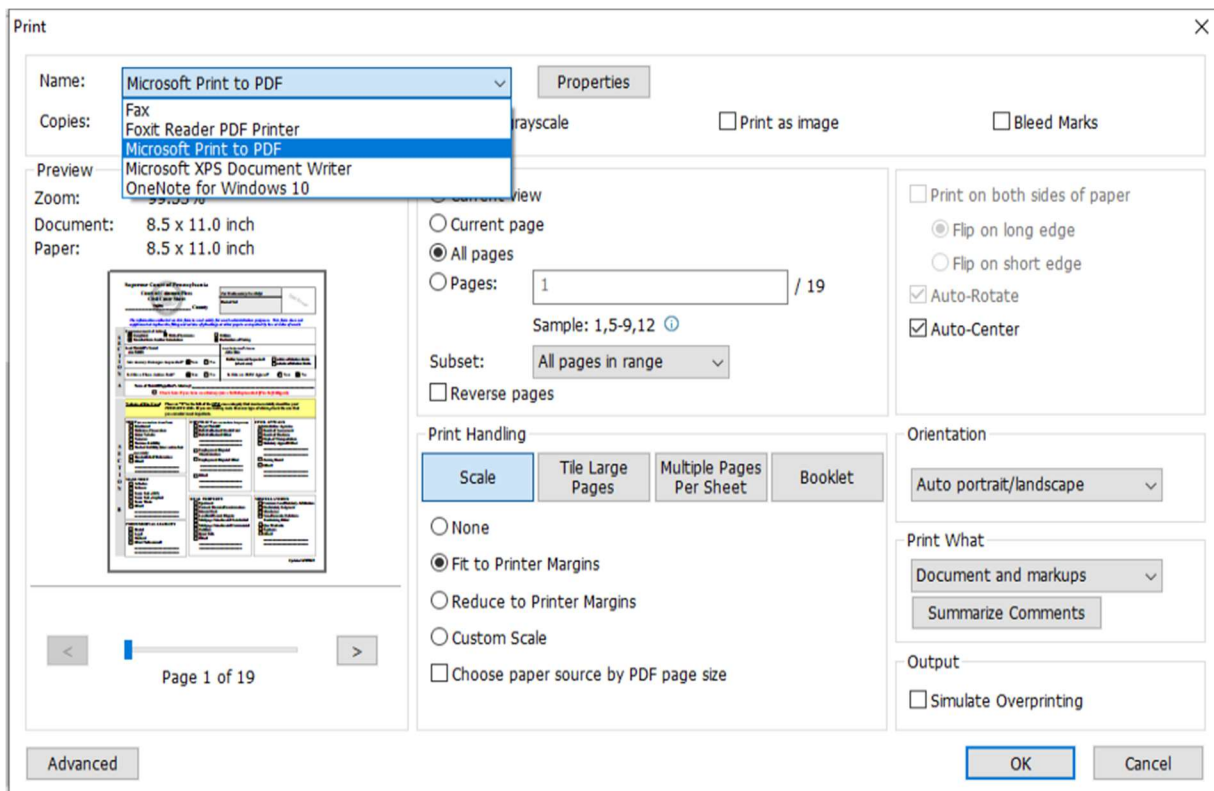
- Adding a custom/digital signature or time stamp is also an interactive field.

Why They Cause Problems:

As mentioned in the previous section, interactive fields are not directly added onto document, even after the fields are filled out and the PDF is saved. They exist in an invisible layer that hovers over the document and must be flattened or stamped onto the PDF. If this is not done, the PDF is more prone to file corruption and open to security risks because those interactive fields are still active and thus changeable. Flattening or stamping the interactive fields applies the content of those fields directly to the document. After flattening/stamping occurs, the interactive fields, and that invisible layer that they sit on, are pressed into the document creating one whole PDF that is less likely to be corrupted and more secure. The PDF/A archival conversion process has an especially hard time when converting a PDF that contains interactive fields into a PDF/A file. It results in documents that may be corrupted or have missing information.

Flattening/Stamping PDF:

The most consistent way of flattening/stamping a PDF with interactive fields is to “Print” the document as a new PDF. Similar to how a person would print a document from a printer, there should be a print option to “Print as PDF”. Different PDF readers/editors have different methods of flattening a document with interactive fields, but “Printing to PDF” or choosing the “PDF Writer” as the printer option will allow a user to save the document as a new, whole, stamped, version. **THIS ACTION WILL NOT PRINT THE DOCUMENT FROM A PRINTER BUT ALLOW A USER TO SAVE THE PDF WITH INTERACTIVE FIELDS STAMPED ONTO IT.**



Results:

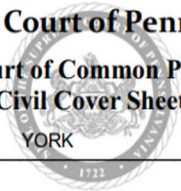
The resulting PDF will have all the content of the interactive fields placed on the same layer as the original document. The interactive fields are removed and will no longer be editable. This version of the document is what should be submitted for E-Filing and PDF/A purposes.

Supreme Court of Pennsylvania

**Court of Common Pleas
Civil Cover Sheet**

YORK

County



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Docket No:	

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S E C T I O N A	Commencement of Action: <input checked="" type="checkbox"/> Complaint <input checked="" type="checkbox"/> Writ of Summons <input type="checkbox"/> Petition <input checked="" type="checkbox"/> Transfer from Another Jurisdiction <input checked="" type="checkbox"/> Declaration of Taking	
	Lead Plaintiff's Name: Joe Smith	Lead Defendant's Name: Jane Doe
	Are money damages requested? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Dollar Amount Requested: <input type="checkbox"/> within arbitration limits (check one) <input type="checkbox"/> outside arbitration limits
	Is this a <i>Class Action Suit</i> ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is this an <i>MDJ Appeal</i> ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Name of Plaintiff/Appellant's Attorney: _____ <input type="checkbox"/> Check here if you have no attorney (are a Self-Represented [Pro Se] Litigant)	
Nature of the Case: Place an "X" to the left of the <u>ONE</u> case category that most accurately describes your <i>PRIMARY CASE</i> . If you are making more than one type of claim, check the one that you consider most important.		

- Document no longer has editable interactive fields. All of the information from those fields are flattened onto the original PDF.

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BY: _____
J.J. HELLO, ESQUIRE

- Signature is no longer selectable. It is now a part of the original PDF.