

## Microsoft Word Documents Emailed to the Court



Effective immediately, the US Courts are no longer able to accept Microsoft Word documents with embedded macros due to the security risk those documents present. This includes correspondence sent directly to chambers, the Clerk's Office, and judge's proposed orders boxes.

Our e-mail system now automatically removes those macros and the resulting documents are occasionally malformed and unusable. As we imagine you also want to be compliant with good security practices, we are asking that you discontinue sending embedded macros in your Microsoft Office documents.

The Court is unable to provide specific steps to users on how to rectify this matter as the issue is dependent on which version of Word the sender is using and solutions may vary from user to user. Please consult your information technology support personnel if you have questions on saving your documents without macros.

Thank you for your consideration of this important security measure.