

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OHIO**

Creating the “Section” Symbol (§) in Documents

Background

Documents that must be noticed by the Bankruptcy Noticing Center (BNC) must adhere to the guidelines set by the BNC or the notice will fail to be generated. The guidelines are defined in the document titled “Creating PDF Documents for CM/ECF” that is posted on our web site under the Electronic Case Filing menu. The document includes a list of fonts that are acceptable to the BNC. These rules also govern special symbols used within documents.

Creating the “Section” Symbol (§) in WordPerfect Documents

To create the “section” symbol (§) in WordPerfect documents that adhere to the BNC guidelines, follow these steps:

1. Create your document with one of the acceptable fonts as defined in the document referenced above titled “Creating PDF Documents for CM/ECF”;
2. Place your cursor where you want the “section” symbol (§) to display;
3. Click on the menu option *Insert*;
4. On the drop-down menu, click on the menu option *Symbol*;
5. In the *Set* section of the *Symbol* screen choose the *Typographic Symbols* and a list of symbols will display.
6. Click on the “section” symbol (§), then click on *Insert and Close*.

Creating the “Section” Symbol (§) in Word Documents

To create the “section” symbol (§) in Word documents that adhere to the BNC guidelines, follow these steps:

1. Create your document with one of the acceptable fonts as defined in the document referenced above titled “Creating PDF Documents for CM/ECF”;
2. Place your cursor where you want the “section” symbol (§) to display;
3. Click on the menu option *Insert*;
4. On the drop-down menu, click on the menu option *Symbol*;
5. On the *Symbol* screen that displays, click on the *Special Characters* tab;
6. Click on the “section” symbol (§) in the list of symbols that displays, then click on *Insert* and *Close*.

Creating the “Section” Symbol (§) from Either WordPerfect or Word Documents

An alternate way to create the “section” symbol (§), regardless of what word processing software you are using, is listed here:

1. Create your document with one of the acceptable fonts as defined in the document referenced above titled “Creating PDF Documents for CM/ECF”;
2. Place your cursor where you want the “section” symbol (§) to display;
3. Click on the Microsoft Windows *Start* button;
4. On the drop-down menu, click on the menu option *Programs*, then *Accessories*, then *System Tools*, then *Character Map*;
5. In the *Character Map* screen that displays, hit the down arrow in the *Font* section and choose one of the acceptable fonts as defined in the document referenced above titled “Creating PDF Documents for CM/ECF”;
6. Once the font is chosen, find the “section” symbol (§), double click it, then hit the *Copy* button.
7. Go to the document you are creating and paste the “section” symbol (§) into the document.