Bates Numbering – 'Stamp' Page Numbers on your Documents Electronically

NOTE: There are several methods for bates numbering a PDF document 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 Standard 2020. Your procedure may vary depending on which PDF creation software you are using.

Bates numbering (commonly known as page numbering) is used as an organizational method to label and identify legal documents. Each page of the document is assigned a unique identifier for reference and retrieval. ([Further description…](#))

Many pages of your documents may have already been numbered/labeled in the word processor when you created them. However, scanned documents, pictures, invoices, etc all need to be numbered as well. Traditionally these documents had the number manually written or stamped on them. Adobe acrobat can be used to electronically 'stamp' your documents. Once added to your document the Bates number will appear both on the electronic copy as well as any printed copies of the document.

1) Open your PDF document in Adobe Acrobat.

2) Choose **View > Tools > Edit PDF > Open**
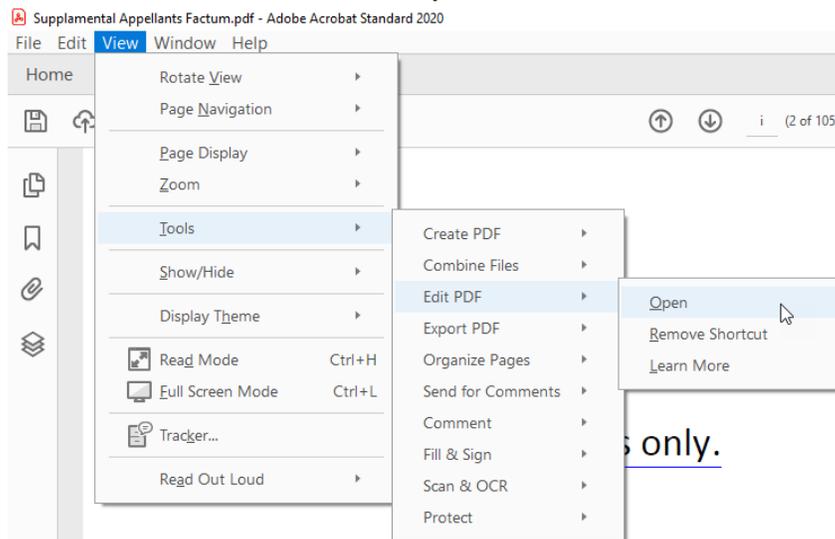
3) Choose **Header & Footer > Add…**
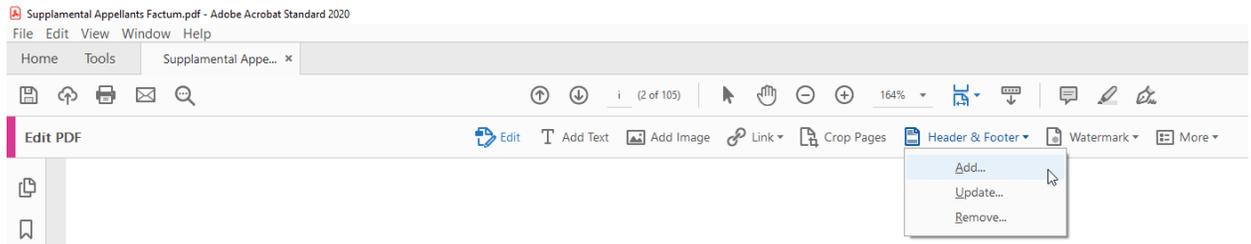
4) Then, in the **Add Header and Footer** dialog box, click once in the **Right Header Text** box to place the insertion point in the appropriate box. Click **Page Number and Date Format…** and select the proper start page number. Click **Insert Page Number**. Then modify the text in the **Right Header Text** box so that it has the appropriate prefix (in our example AF for Appellant's Factum).
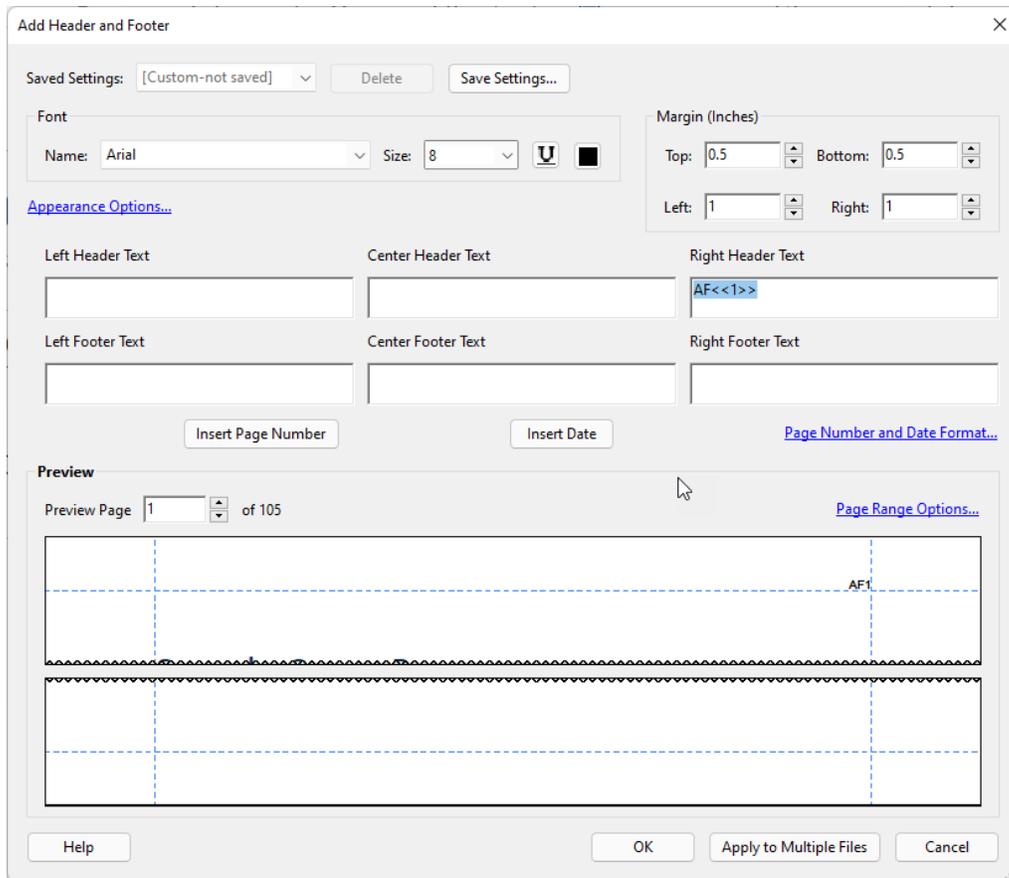
5) If you do not want to stamp every page in the document click the **Page Range Options** link.
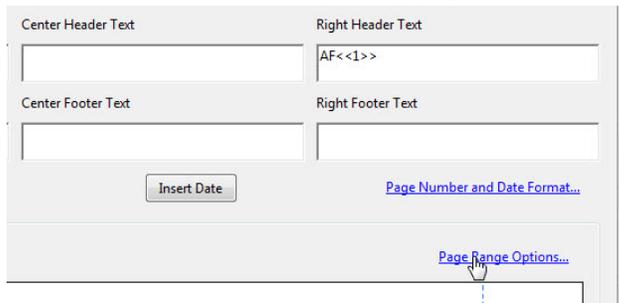
6) Select the range of pages that you wish to stamp. Click **OK.** Page numbers will be added to the documents on the range that was selected.
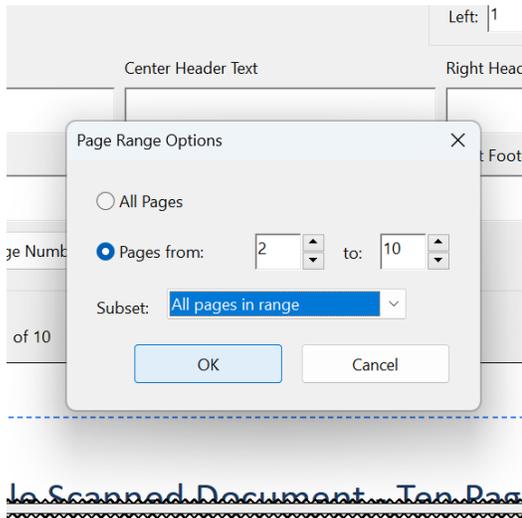
Requirements for Court documents:

Appeal Book
    Index: small Roman numerals (ie. i, ii, iii, and so on)
    Pleadings: number consecutively preceded by a capital A (ie. A1, A2, and so on)
    Transcripts: shall use the actual page numbers preceded by a capital T (ie. T1, T2, and so on)

Factum
    Index: small Roman numerals (ie. i, ii, iii, and so on)
    Appellant Factum: number consecutively preceded by a capital AF (ie. AF1, AF2, and so on)
    Respondent Factum: number consecutively preceded by a capital RF (ie. RF1, RF2, and so on)
    Intervenor Factum: number consecutively preceded by a capital IF (ie. IF1, IF2, and so on)