

CCAP Instructions for Merging PDFs With Sedja*

Before you begin:

- Prepare your petition for review and make sure your petition is in its final form. The last page of the petition should be a coversheet for the Court of Appeal opinion (for example, it should state “Attachment A” or something similar). Convert the petition to a PDF.
- Consecutively number the Court of Appeal’s opinion beginning where the numbering on the petition left off. Make sure you have the consecutively numbered opinion saved as a PDF.
- Please note that Sedja is a free service for documents up to 200 pages or 50 Mb and 3 tasks per hour.

* CCAP is not recommending or endorsing any specific software, including Sedja. These instructions were created to show one of the available options for consecutively numbering the Court of Appeal’s opinion for a petition for review. While there are a number of ways to consecutively number the Court of Appeal’s opinion, CCAP will only be able to provide instructions on how to use a few of these programs. Readers are encouraged to independently research the different software that is available and to determine which program fits their needs, and computer operating system, best.

Go to <https://www.sejda.com/merge-pdf>. You should see the following:

Merge PDF Files Online

Combine multiple PDFs and images into one

NEW Scan & merge to PDF by email: merge@sejda.com >

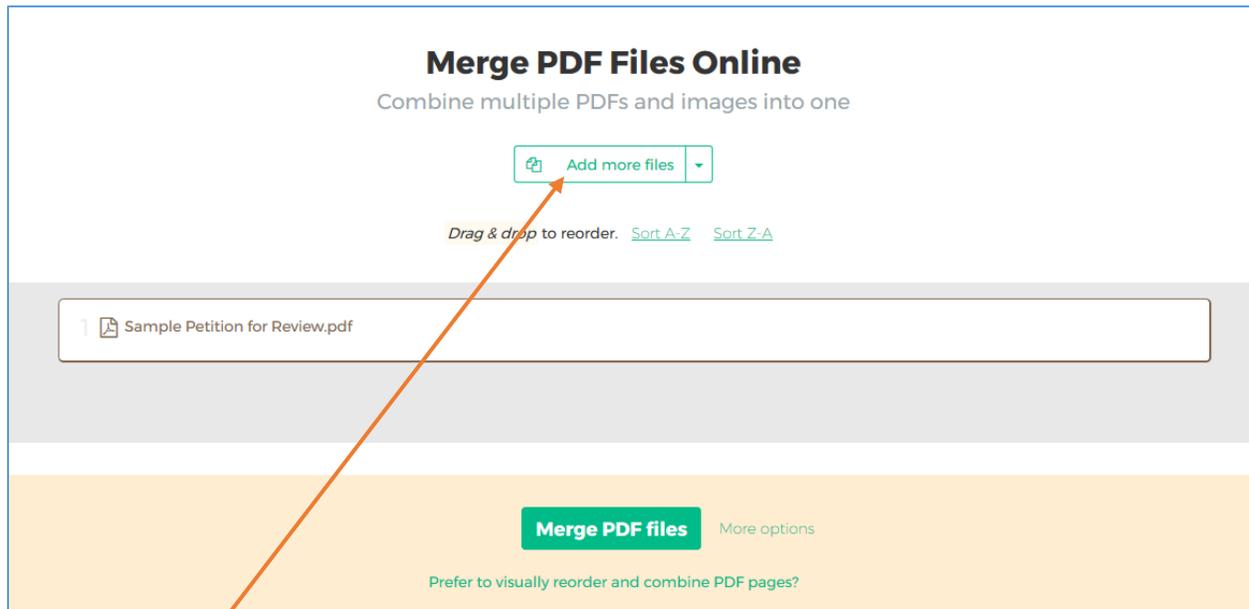
 **Upload PDF & image files** ▾

Files stay private. Automatically deleted after 5 hours.
Free service for documents up to 200 pages or 50 Mb and 3 tasks per hour.

[Rather work offline? Try Sejda Desktop](#)

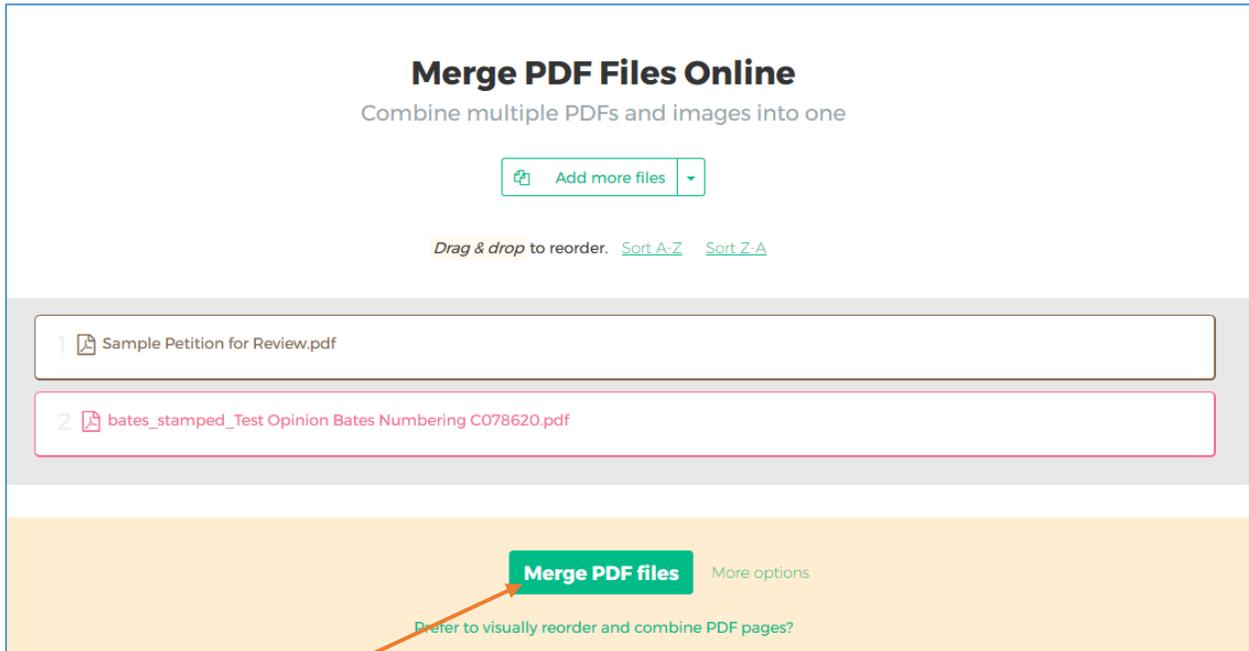
Click **Upload PDF & image files**. Locate the PDF copy of the petition for review on your computer and upload it to the Sejda website.

You should see the following:



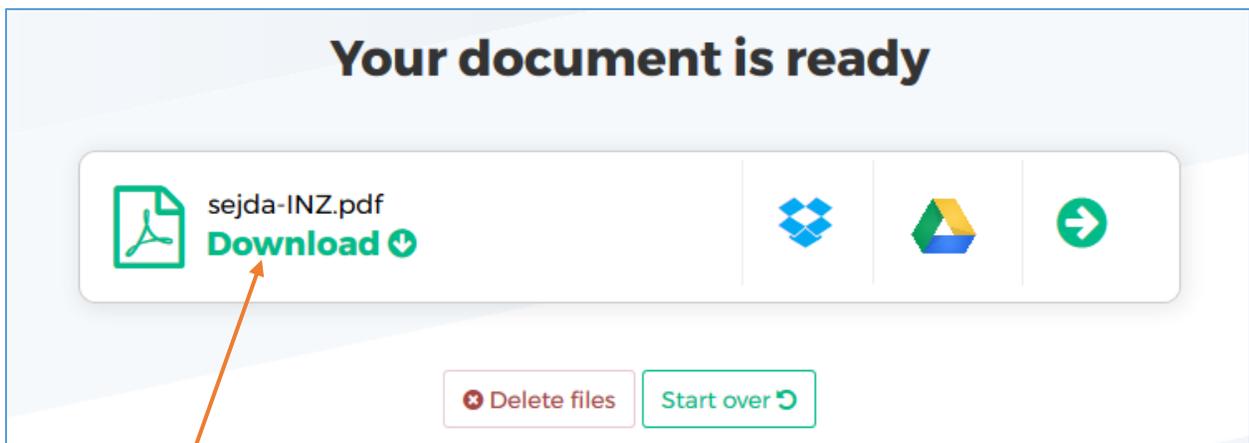
Now click **Add more files**. Locate the PDF copy of the consecutively numbered Court of Appeal opinion on your computer and upload it to the Sejda website.

You should now see both the petition and the opinion uploaded on the Sejda website:



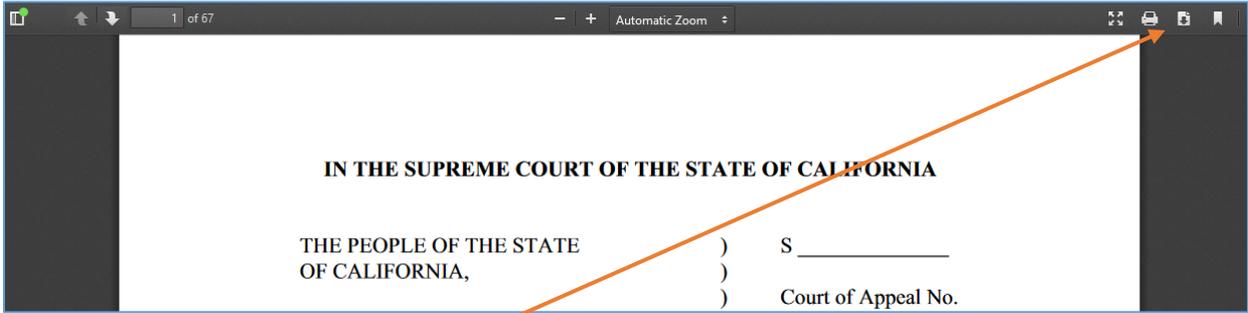
Click the **Merge PDF files** button.

After the Sedja website has processed your request, you should see a screen like this:

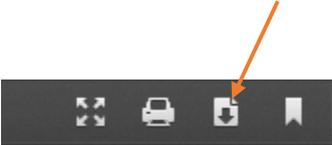


Click **Download**.

Your document may open in an Internet browser window:



Click the download icon to download the PDF and save a copy to your computer.



You should now have one PDF with both your petition for review and the consecutively numbered Court of Appeal opinion.