

## Quick Reference to Convert, Save and File PDF Documents

### If creating document in word processing software:

1. Create document on word processing software.
2. Use the “print” option to convert the document to an Adobe PDF.
3. Save PDF to internal office directory.

**NOTE:** If merging multiple PDFs into one PDF, regardless of whether using a fillable form or not, please review number 29 of the Tips & Tricks on the Court’s ECF webpage.

### **Then:**

4. Access ECF through Court’s website.
5. Select appropriate event to file document; if unsure use the Search function for a keyword search.
6. Enter the correct case number.
7. Confirm debtor name(s) and case number on next screen.
8. Select or add the party filing the document (your client).
9. Read reminders, follow prompts through event.
10. During the event, click on Browse to access your internal directory which holds the PDF; highlight the PDF; right click to open the document; confirm correct document and click on Open to attach the file name of the document in the Browse window.
11. Review final docket text to ensure the information is correct - selected correct event, party filers correct, any information added during the event displays in the event. If any information is incorrect, click the Bankruptcy or Adversary heading and start over. If the final docket text is incorrect for reasons you cannot control, the wrong event was probably used; start over with #5 above.
12. Submit final docket text which also files document and places event/document on the docket report for the case.

### If using fillable form:

1. Retrieve blank fillable PDF from the court’s website. NOTE: Do not reuse a form filled with data from a previous filing!
2. Complete the blank fields in the PDF.
3. **To save local form (LBF):** Select File-Save As to rename and save PDF to internal office directory. Do not use the print option to save the document.
4. **To save official form (OBF):** Select the Print option, select Adobe to rename and save PDF to internal office directory.