

How to Prepare PDF Documents to File in CM/ECF

Filing Preparation

Review the following technical requirements before you begin to file:

- [ECF User Manual](#) Section II: Technical Requirements
- [CM/ECF FAQs: Technical](#)

Instructions

All PDFs that need to be uploaded to CM/ECF when filing should undergo the same preparation process, including fillable forms provided on the Court's website. Following this process will ensure:

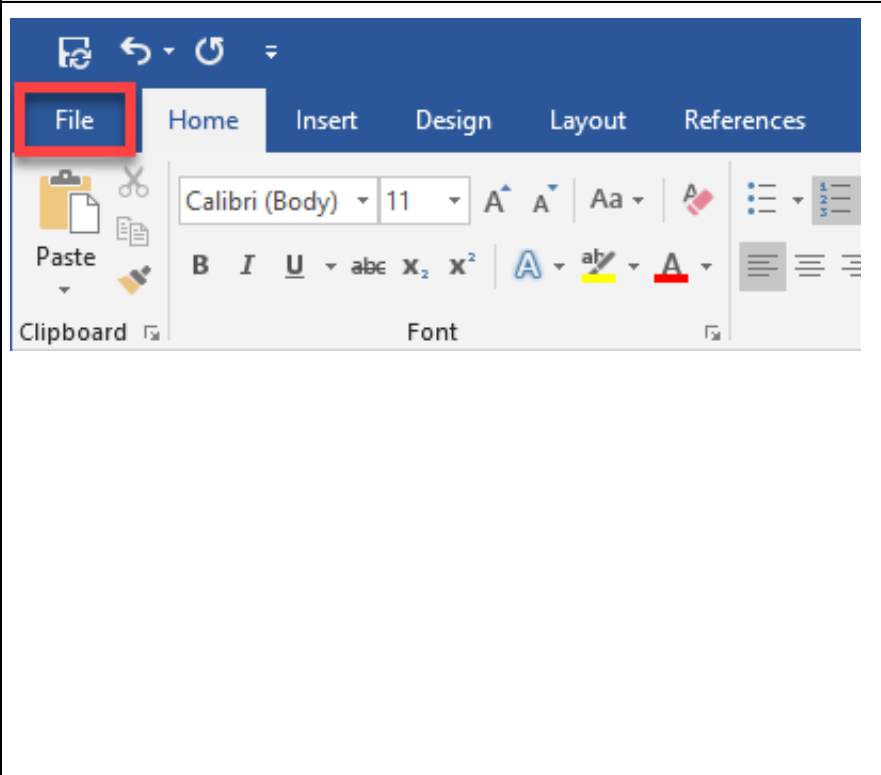
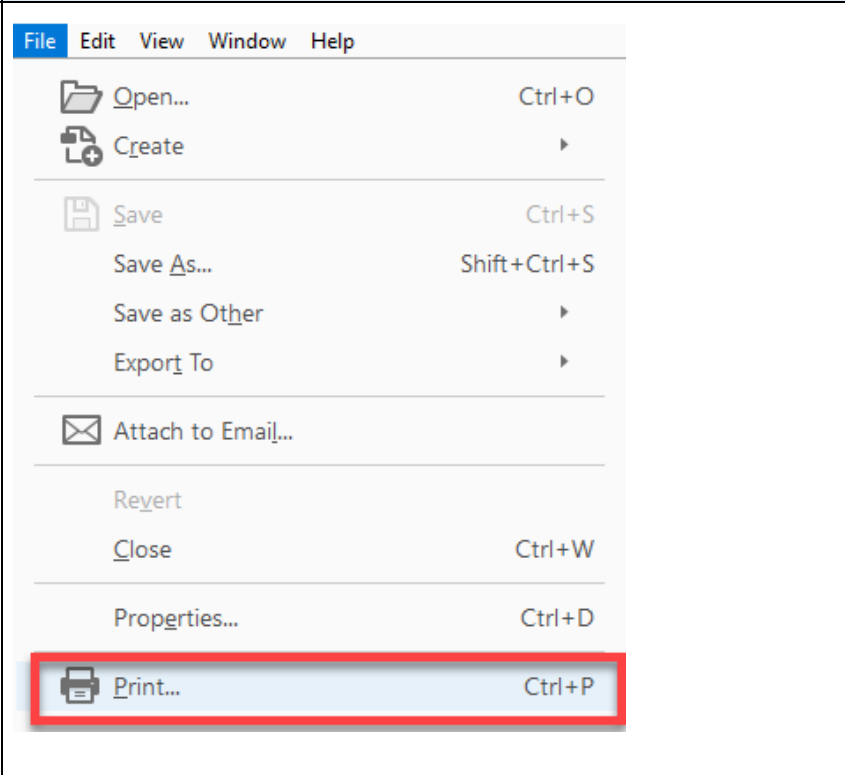
- CM/ECF successfully uploads your document(s).
- All parties can successfully download and view the document(s) from CM/ECF.
- Your document(s) are more secure.

How to Prepare PDF Documents to File in CM/ECF

How to Prepare Your PDFs

This process is for forms and documents in both Word and in PDF.

1. Create or open your form or document.
2. Fill in your form or document with all the required information.
3. Once, your form or document is complete, select **File**.

Word to PDF	PDF to PDF
 <p>The screenshot shows the Microsoft Word ribbon with the 'File' tab highlighted by a red box. The ribbon includes tabs for File, Home, Insert, Design, Layout, and References. The Font section is visible, showing options for font face (Calibri (Body)), size (11), bold (B), italic (I), underline (U), and color (A).</p>	 <p>The screenshot shows a PDF application menu with the following items: File, Edit, View, Window, and Help. The 'Print...' option is highlighted with a red box. The menu also includes 'Open...', 'Create', 'Save', 'Save As...', 'Save as Other', 'Export To', 'Attach to Email...', 'Revert', 'Close', and 'Properties...'. The 'Print...' option is associated with the keyboard shortcut Ctrl+P.</p>

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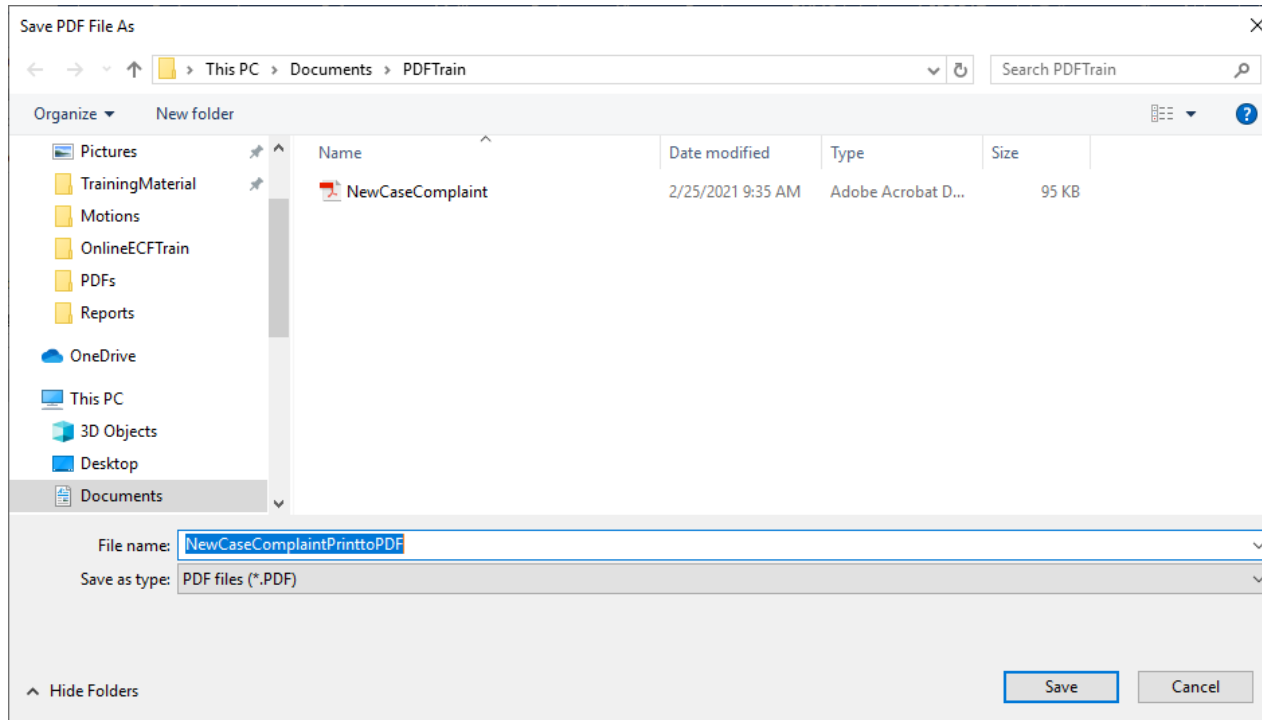
4. Select **Print>Printer>Print to PDF or Adobe PDF**, then select **Print**.

Note: If you have highlights or other markups in your PDF, be sure to select **Document and Markups** under **Comments & Forms**.

The image shows two side-by-side screenshots from a Microsoft Word application. The left screenshot, titled "Word to PDF", shows the "Print" dialog box. The "Print" button is highlighted with a red box. Below it, the "Printer" list shows "Adobe PDF" (Ready) and "Microsoft Print to PDF" (Ready), both highlighted with red boxes. The right screenshot, titled "PDF to PDF", shows the "Print" properties dialog box. The "Printer" dropdown is set to "Adobe PDF" and is highlighted with a red box. The "Comments & Forms" section is expanded, and "Document and Markups" is selected, also highlighted with a red box. The "Print" button at the bottom right is highlighted with a red box. The dialog shows various settings like "Print in grayscale", "Page Sizing & Handling", and "Orientation".

How to Prepare PDF Documents to File in CM/ECF

5. Select where you want to save the new PDF to your computer, then select **Save**.



6. You have now created a more secure PDF you can successfully upload to CM/ECF.

Note: Be sure to select the correct version of the PDF when uploading in CM/ECF. It may be helpful to save the new PDF as **PrinttoPDFComplaint** to differentiate the versions.