

Writeable (fillable) forms are easily recognized by the shaded text fields. Documents submitted in this format may be altered by anyone, even after they are filed in CMECF.

To maintain the integrity of documents filed with the Court, the writeable functionality must be removed from documents prior to uploading in CMECF:

1. Click 'File' on the toolbar;
2. Choose 'Print';
3. Use the drop-down box in the "Printer" section of the screen and choose "Adobe PDF"; Click 'OK' at the bottom of the screen;
4. Using the drop down box, choose the location to which you want to save the file - e.g. Desktop; click 'Save'.
5. The document is now ready to be attached while docketing in CMECF.