

# **UNITED STATES DISTRICT COURT DISTRICT OF ARIZONA**

## **Flattening PDF Fillable Forms**

Certain versions of Adobe Acrobat and other PDF editing software are known to cause serious issues when a PDF fillable file is electronically filed through CM/ECF. As a result, all PDF files must be “flattened” before filing through CM/ECF. Flattening a PDF fillable file prior to filing will prevent other users from manipulating or editing the form fields. This flattening process should also resolve the following error message when attempting to file documents:

"ERROR: Fillable forms must be flattened before attaching."

Follow the steps below to "flatten" a completed PDF fillable form:

1. Open the PDF file.
2. If this is a fillable form, add appropriate data.
3. Right click on document and select Print. NOTE: if document opens in Adobe Acrobat, Select File and select Print.
4. Select the PDF printer driver. (The Adobe PDF printer is installed automatically with Adobe Acrobat. Numerous free PDF printer drivers are available for download from the Internet.)
5. Select OK.
6. Specify location to save the printed, "flattened" version of the form and name it.
7. Select Save.
8. File the "flattened" form in CM/ECF.