CM/ECF Docketing Tips: How to Flatten PDF Forms

All fillable PDF forms docketed with the Court via our CM/ECF filing system should be flattened prior to docketing. Flattening a PDF ensures the document can be viewed on all devices, prevents viewers from manipulating or editing the information and allows us to better manage digital files.

The easiest ways to flatten a PDF for docketing are:

1. Use a PDF tool that can merge all interactive elements into the document's base layer.

2. On Windows, use the built-in Print to PDF feature in any PDF reader.

3. On Mac, use Google Chrome's Save as PDF option.

4. For advanced options, use Adobe Acrobat Pro.

5. In Adobe Acrobat, navigate to Tools > Print Production > Flattener Preview, adjust settings, and click Apply to flatten the PDF.

Your PDF is now ready for docketing in CM/ECF.