

United States Bankruptcy Court
Eastern District of New York

ECF Tip of the Month

**Official and Local Bankruptcy Forms
on the Court's Website**

The Tip of the Month for June deals with finding Official and Local Bankruptcy Forms on the Court's website. Official and Local Bankruptcy Forms can be accessed through Forms and Fees.

You can find the Official Bankruptcy Forms at: <http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms.aspx> and the Local Bankruptcy Forms at: <http://www.nyeb.uscourts.gov/forms/all-forms>

Important: Documents must be flattened.

Certain versions of Adobe Acrobat and other PDF editing software allow the user to save a fillable form after data has been entered, and then edit that information at a future date. If a form with saved data is filed electronically without being flattened, the data can be easily extracted. To **flatten** the electronic file, select "print," select Adobe PDF and save file. This makes the field data indistinguishable from the rest of the text in the form.

We encourage you to share this document with those on your staff who assist with e-filing. If you have any questions, please call our help desk before you file that document. The numbers are 347-394-1700, then press 6 (Brooklyn) and 631-712-6200, then press 6 (Central Islip).