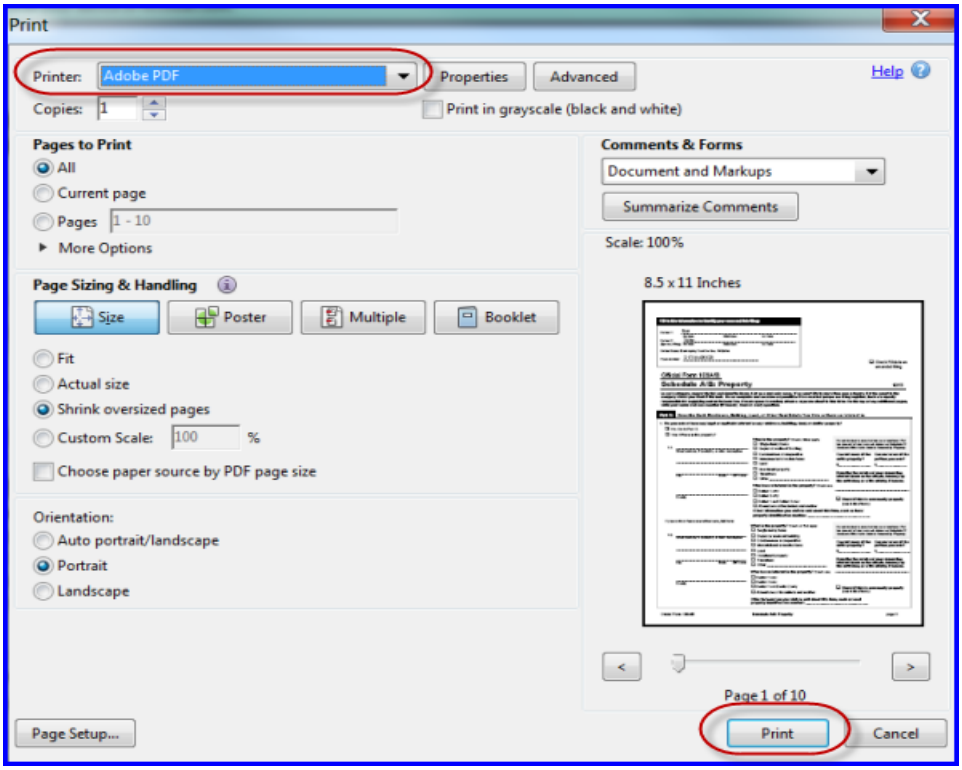
# Flattening PDF Forms in CM/ECF System

# HOW TO FLATTEN PDF FORMS

When using a PDF fillable form, the user must lock or "flatten" the PDF document after completing the form fields to ensure the document can be viewed on all devices and to prevent other users from manipulating or editing the information. The document filed and stored in CM/ECF cannot be altered once it has been filed; however, flattening the form will prevent any user from saving the document and editing the form fields.

Instructions to Flatten a PDF File:

- Open fillable form
- Enter appropriate data
- Select File>Print
- For the Printer, select Adobe PDF (Numerous free PDF printer drivers are available for download from the internet)
- Select Print




- Specify location to save the “flattened” version of the form
- Select Save
- File the “flattened” form in CM/ECF