

How to “Flatten” a Completed PDF Form Fillable Document

1. Open the completed form-fillable document.
2. Click File and then Print or click the Print button on the toolbar.
3. Select the Adobe printer and click the OK button.
4. The document will begin processing and then a new window will pop-up to save the document.
5. Enter a file name and click Save and make note of where you are saving the document as this is the document you will file in CM/ECF.

The document is now “flattened” and the data cannot be altered.