

**United States Bankruptcy Court
Western District of Texas**



Correcting Malformed PDF Files for Upload to CM/ECF

Sometimes the way a PDF file is created or formatted makes it incompatible with the CM/ECF system. When this occurs CM/ECF rejects the malformed PDF and it cannot be docketed.

Malformed PDFs include those that are unflattened, have insufficient margins that interfere with the CM/ECF case header stamp at the top of each page, or are unflattened DocuSigned (and other electronically signed) PDFs.

1) PDFs with the following content will be rejected:

- Does not comply with PDF format standards
- Contains JavaScript
- Encrypted or password-protected
- Contains scripts which can launch an external application
- Contains internal attachments
- Contains audio and video content
- Created with Mac OS X using a fillable form in the Safari browser
- Created with Mac OS X using MS Word and selecting the option, "Best for printing"

2) PDFs with the following content will be accepted:

- Contains hyperlinks to external web sites
- Meets the PDF-A standard
- Contains optical character recognition (OCR) meta-data
- Comprised of scanned documents

HOW TO FLATTEN A PDF

The simplest way to address most PDF upload rejections is to flatten the PDF and then upload it into CM/ECF. Those steps are as follows:

1. Open your PDF in Adobe Acrobat or another tool.
2. Print the PDF file to your PDF printer (File>Print>select Adobe PDF or another PDF printer listed in the drop-down list).
3. Save the printed PDF and upload into CM/ECF.

NOTE: If using Nuance, it contains a flatten file feature which can be found by selecting Advanced Processing> Flatten File.