UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN

Instructions for Completing PDF Fillable Forms

All PDF Fillable forms downloaded from our website are designed to be used with Adobe Acrobat software. If you don't have Adobe Acrobat software, you can download the free Reader at: http://www.adobe.com/products/acrobat/readstep2.html.

Depending on the version of Acrobat, you will be able to fill in the form, print and save it in a format suitable for electronic filing. The form will automatically determine which version of Acrobat is on your computer.

Acrobat (free) Reader:
Allows you to fill in a form and print it, but not save a copy of the completed form.

Acrobat Standard and Professional - Version 5 and below:
Allows you to fill in a form and print it, but not save a copy of the completed form.

Acrobat Standard and Professional - Version 6 and above:
Allows you to fill in a form, print it, and save it in a format suitable for electronic filing.

FILLING IN THE FORM:

Type in the highlighted fields. You can tab through the fields as you complete them. Shift + Tab will move your cursor through the fields in the reverse order.

*For check boxes, **move the hand icon** over the box until it becomes a finger pointer, then click the box.*

*To use a drop down menu, **select the down arrow on your keyboard** or **click on the down arrow** on the right side of the box, then **click on your selection.***

PRINTING THE FORM:

*To print a form, **click on the PRINT button** located at the bottom of the form. Even after printing the form, you can go back and edit a field.*

SAVING THE FORM:

Once the form is saved, it can no longer be edited.

*To save the form, **click on the SAVE button located at the bottom of the form**. This will generate a new .pdf file suitable for CM/ECF (electronic case filing). You must save the form with a new name.*

*** Do not use the save button on the toolbar. This will reset (clear) the form.*

EXITING THE FORM:

*To exit the form, **click on the EXIT button** located at the bottom of the form.*