

**United States Bankruptcy Court
District of Connecticut**

Filing Instructions for the Local Form Chapter 13 Plan

The Local Form Chapter 13 Plan is a fillable PDF document that contains active programming elements. Once the PDF fillable document is completed with all necessary information, it must be converted to a PDF format that eliminates the active programming elements so that it can be filed on the Court's electronic case filing system, known as CM/ECF.

Converting The Fillable PDF Document to a PDF Format That May Be Filed (Mandatory)

The fillable PDF document can be converted to a PDF format that eliminates the active programming elements so that it is acceptable to use for uploading to CM/ECF in at least two ways:

1. The user can "print to PDF" by following these steps:
 - Open completed form
 - Click on the PRINT button on the form.
 - Printer dialogue box opens – select "Adobe PDF" as the printer.
 - Click on print button – this will create a non-editable form ready to be filed on CM/ECF. You will be asked to name the document for saving in your local directory.
 - *Note that it is recommended that users create a different name for the PDF document to be filed so that the fillable PDF format document is retained for future editing if necessary.*

2. The user can physically print the PDF form and then scan the paper copy into a PDF document to use for filing by following these steps:
 - Open completed form.
 - Click on the PRINT button on the form.
 - Printer dialogue box opens – select your printer.
 - Scan the paper document and save as a PDF document for filing on CM/ECF.

Saving the Fillable PDF Document for Further Editing (Recommended)

It is recommended that users first save the fillable PDF document to a local directory on their computer. Once that is done, the form should retain information that is input so that it populates to the form when opened later. If a user anticipates that a Chapter 13 Plan may be modified in the future, it will be important to save a copy of the Chapter 13 Plan as a fillable PDF document (i.e., keep a copy in PDF fillable format even though you will need to print it to file the original version of the form to file it as described above).

To save the fillable PDF document to a local directory, follow these steps:

- From the Adobe Menu Bar Select "File"
- Then, select "Save" or "Save As" and type a name for the document
- Save to your local directory on your computer