



PDF ISSUES

SUE FRISCH – 06/16/17

COMMON PDF ISSUES

This year marks the Court's **14** year anniversary with CM/ECF. Over the years, the Clerk's Staff have encountered a variety of PDF issues while they are reviewing new filings.

- Scanned PDFs which were mutilated by the scanner. The images were sideways or cut off.
- PDFs for schedules which were missing pages for the schedule, so the filing was incomplete.
- PDFs that do not match the case name and number to which they were uploaded.
- PDFs that do not match the docket entry.
- PDFs that are simply unable to be opened.
- Proposed Order PDFs which are unable to be revised because they are scanned images.
- PDFs of forms (local and national) which are blank.

PDFs from ECF Filings

Fill in this information to identify your case:

Debtor 1: First Name Middle Name Last Name
Debtor 2 (Spouse, if filing): First Name Middle Name Last Name
United States Bankruptcy Court for the: **Middle District of Pennsylvania**
Case number (if known):
☐ Check if this is an amended filing

Official Form 103A
Application for Individuals to Pay the Filing Fee in Installments 12/15

Be as complete and accurate as possible. If two married people are filing together, both are equally responsible for supplying correct information.

Part 1: Specify Your Proposed Payment Timetable

1. Which chapter of the Bankruptcy Code are you choosing to file under?
☐ Chapter 7
☐ Chapter 11
☐ Chapter 12
☐ Chapter 13

2. You may apply to pay the filing fee in up to four installments. Fill in the amounts you propose to pay and the dates you plan to pay them. Be sure all dates are business days. Then add the payments you propose to pay.
You must propose to pay the entire fee no later than 120 days after you file this bankruptcy case. If the court approves your application, the court will set your final payment timetable.

You propose to pay...
\$ With the filing of the petition
\$ On or before this date: MM / DD / YYYY
\$ On or before this date: MM / DD / YYYY
\$ On or before this date: MM / DD / YYYY
+ \$ On or before this date: MM / DD / YYYY
Total \$ ◀ Your total must equal the entire fee for the chapter you checked in line 1.

Part 2: Sign Below

By signing here, you state that you are unable to pay the full filing fee at once, that you want to pay the fee in installments, and that you understand that:

- You must pay your entire filing fee before you make any more payments or transfer any more property to an attorney, bankruptcy petition preparer, or anyone else for services in connection with your bankruptcy case.
- You must pay the entire fee no later than 120 days after you first file for bankruptcy, unless the court later extends your deadline. Your debts will not be discharged until your entire fee is paid.
- If you do not make any payment when it is due, your bankruptcy case may be dismissed, and your rights in other bankruptcy proceedings may be affected.

* Signature of Debtor 1 * Signature of Debtor 2 * Your attorney's name and signature, if you used one
Date MM / DD / YYYY Date MM / DD / YYYY Date MM / DD / YYYY

Official Form 103A Application for Individuals to Pay the Filing Fee in Installments

Clear **Print**

LOCAL BANKRUPTCY FORM 2016-2(c)
IN THE UNITED STATES BANKRUPTCY COURT
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA

IN RE: CHAPTER 13
CASE NO. -bk-
Debtor(s)

REQUEST FOR PAYMENT OF CHAPTER 13 COMPENSATION AND EXPENSES

Instructions: Complete **Part A** for payment of the presumptively reasonable fee, as described in L.B.R. 2016-2(c), being paid through a Chapter 13 plan and reimbursement of expenses. Complete **Part B** for payment of compensation and reimbursement of expenses awarded by separate Court order. Complete **Part C** for all requests for payment of compensation and reimbursement of expenses.

A. Presumptively reasonable fees under L.B.R. 2016-2(c)	
1. Amount agreed to by debtor	\$
2. Less amount paid to attorney prior to filing petition	\$
3. Balance of compensation to be paid through plan distributions	\$ 0.00
4. Expenses advanced to be paid through plan distributions: (describe expense and amount)	\$

B. Compensation and reimbursement of expenses allowed upon application and order under LBR 2016-2(a)	
1. Retainer received	\$
2. Compensation earned prepetition and paid to attorney prior to filing petition	\$
3. Expenses reimbursed prepetition	\$
4. Balance in retainer after deduction of prepetition compensation and expenses	\$ 0.00
5. Compensation and expenses to be approved by the Court and to be paid through plan distributions, less balance in client trust account	\$

C. The undersigned hereby requests payment through the plan for compensation and reimbursement of expenses under 11 U.S.C. § 503(b)(2) in the following amount based on the information above:	
	\$ 0.00

Dated: Attorney for Debtor

PDFs from ECF Filings

Official Form 103A
Application for Individuals to

Be as complete and accurate as possible. If two married persons are filing, both must sign and provide information.

Part 1: Specify Your Proposed Payment Timetable

1. Which chapter of the Bankruptcy Code are you choosing to file under?

2. You may apply to pay the filing fee in up to four installments. Fill in the amounts you propose to pay and the dates you plan to pay them. Be sure all dates are business days. Then add the payments you propose to pay.

You must propose to pay the entire fee no later than 120 days after you file this bankruptcy case. If the court approves your application, the court will set your final payment timetable.

Part 2: Sign Below

By signing here, you state that you are unable to pay the filing fee in full and understand that:

- You must pay your entire filing fee before you make any claim of exemption, or anyone else for services in connection with your bankruptcy case.
- You must pay the entire fee no later than 120 days after you file this bankruptcy case. If the court approves your application, the court will set your final payment timetable.
- If you do not make any payment when it is due, your bankruptcy case may be dismissed, and your rights in other bankruptcy proceedings may be affected.

Signature of Debtor 1 Signature of Debtor 2 Your attorney's name and signature, if you used one

Date Date Date

Clear **Print**

LOCAL BANKRUPTCY FORM 2016-2(c)

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA**

IN RE: _____

CHAPTER 13

CASE NO. _____-bk-_____

WHERE'S THE DATA?

COMPAENSATION AND EXPENSES

For compensation and reimbursement of expenses, the undersigned requests payment through the plan for compensation and reimbursement of expenses under 11 U.S.C. § 503(b)(2) in the following amount based on the information above:

C. The undersigned hereby requests payment through the plan for compensation and reimbursement of expenses under 11 U.S.C. § 503(b)(2) in the following amount based on the information above:

Dated: _____

Attorney for Debtor

The PDFs Should Display Like This

Fill in this information to identify your case:

Debtor 1	Edward S. Bacon
Debtor 2	Laura A. Bacon
United States Bankruptcy Court for the	Middle District of Pennsylvania
Case number (if known)	5-17-bk-01944

☐ Check if this is an amended filing

Official Form 103A
Application for Individuals to Pay the Filing Fee in Installments 12/15

Be as complete and accurate as possible. If two married people are filing together, both are equally responsible for supplying correct information.

Part 1: Specify Your Proposed Payment TimeTable

1. Which chapter of the Bankruptcy Code are you choosing to file under?

☒ Chapter 7
☐ Chapter 11
☐ Chapter 12
☐ Chapter 13

2. You may apply to pay the filing fee in up to four installments. Fill in the amounts you propose to pay and the dates you plan to pay them. Be sure all dates are business days. Then add the payments you propose to pay.

You must propose to pay the entire fee no later than 120 days after you file this bankruptcy case. If the court approves your application, the court will set your final payment timetable.

\$		<input checked="" type="checkbox"/> With the filing of the petition	MM / DD / YYYY
\$	100.00	<input type="checkbox"/> On or before this date	06/15/2017
\$	100.00	<input type="checkbox"/> On or before this date	07/15/2017
\$	135.00	<input type="checkbox"/> On or before this date	08/15/2017
Total	\$ 335.00	Your total must equal the entire fee for the chapter you checked in line 1.	

Part 2: Sign Below

By signing here, you state that you are unable to pay the full filing fee at once, that you want to pay the fee in installments, and that you understand that:

- You must pay your entire filing fee before you make any more payments or transfer any more property to an attorney, bankruptcy petition preparer, or anyone else for services in connection with your bankruptcy case.
- You must pay the entire fee no later than 120 days after you first file for bankruptcy, unless the court later extends your deadline. Your debts will not be discharged until your entire fee is paid.
- If you do not make any payment when it is due, your bankruptcy case may be dismissed, and your rights in other bankruptcy proceedings may be affected.

<input checked="" type="checkbox"/> /s/ Edward S. Bacon Signature of Debtor 1 Date 05/10/2017 MM / DD / YYYY	<input checked="" type="checkbox"/> /s/ Laura A. Bacon Signature of Debtor 2 Date 05/10/2017 MM / DD / YYYY	<input checked="" type="checkbox"/> /s/ Sam Moustard, Esq. Your attorney's name and signature, if you used one Date 05/10/2017 MM / DD / YYYY
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Official Form 103A Application for Individuals to Pay the Filing Fee in Installments

LOCAL BANKRUPTCY FORM 2016-2(c)

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA**

IN RE:
Louis M. Gardner

CHAPTER 13

CASE NO. 1 - 17 -bk- 00556

Debtor(s)

REQUEST FOR PAYMENT OF CHAPTER 13 COMPENSATION AND EXPENSES

Instructions: Complete **Part A** for payment of the presumptively reasonable fee, as described in L.B.R. 2016-2(c), being paid through a Chapter 13 plan and reimbursement of expenses. Complete **Part B** for payment of compensation and reimbursement of expenses awarded by separate Court order. Complete **Part C** for all requests for payment of compensation and reimbursement of expenses.

A. Presumptively reasonable fees under L.B.R. 2016-2(c)	
1. Amount agreed to by debtor	\$ 4,000.00
2. Less amount paid to attorney prior to filing petition	\$ 1,000.00
3. Balance of compensation to be paid through plan distributions	\$ 3,000.00
4. Expenses advanced to be paid through plan distributions: (describe expense and amount)	\$

B. Compensation and reimbursement of expenses allowed upon application and order under LBR 2016-2(a)	
1. Retainer received	\$
2. Compensation earned prepetition and paid to attorney prior to filing petition	\$
3. Expenses reimbursed prepetition	\$
4. Balance in retainer after deduction of prepetition compensation and expenses	\$ 0.00
5. Compensation and expenses to be approved by the Court and to be paid through plan distributions, less balance in client trust account	\$


C. The undersigned hereby requests payment through the plan for compensation and reimbursement of expenses under 11 U.S.C. § 503(b)(2) in the following amount based on the information above:	\$ 3,000.00
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Dated: 02/13/2017

/s/ Dillon Smallow
Attorney for Debtor

HOW TO FLATTEN PDF FORMS

www.pamb.uscourts.gov/content/how-flatten-pdf-forms



UNITED STATES BANKRUPTCY COURT
Middle District of Pennsylvania
Honorable Robert N. Opel II, Chief Judge | Terrence S. Miller, Clerk

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How to Flatten PDF Forms

NOTICE: 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 CMECF 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. Follow these steps below to "flatten" a completed PDF fillable form:

1. Open fillable form.
2. Add appropriate data.
3. Select File.
4. Select Print.
5. Select the PDF printer. (The Adobe PDF printer is installed automatically with Adobe Acrobat. Numerous free PDF printer drivers are available for download from the Internet.)
6. Select OK.
7. Specify location to save the printed, "flattened" version of the form.
8. Select Save.
9. File the "flattened" form in CMECF.

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WHY SHOULD PDFS BE FLATTENED?

- Flattening prevents other users from easily manipulating or editing the information.
- Flattening ensures the document can be viewed on all devices.



8 STEPS TO FLATTENING PDF FORMS

1. Open the fillable form
2. Add the appropriate data
3. Select **File > Print**
4. Select the **PDF Printer** (The Adobe PDF printer is installed automatically with Adobe Acrobat. Numerous free PDF printer drivers are available for download from the Internet.)
5. Select **OK**
6. Specify the location to save the “flattened” form
7. Select **Save**
8. E-file the “flattened” form in CM/ECF

REMEMBER TO VIEW YOUR PDF BEFORE UPLOADING IT TO ECF

- Each month there are PDF files uploaded for the incorrect case or docket event.

**** IMPORTANT REMINDER for NEW Case Filings: ****

- If a NEW case is filed and the PDF associated with the first docket entry is NOT a Voluntary Petition, the case may be expunged by the Court and you WILL need to re-file.
- The Clerk's Staff finds these PDF issues on the next business day, so if the filing date is critical for your client, please take a moment and double-check the PDF image before filing the case.



THE FOLLOWING **PREVIEW HAS BEEN APPROVED FOR
ALL AUDIENCES
BY THE USBC FOR THE MIDDLE DISTRICT OF PENNSYLVANIA**

WWW.PAMB.USCOURTS.GOV

NEW E-GUIDE TO DOCKET EVENTS AND NOTICING

The “Guide” is being modernized to now include links to allow it be more useful in electronic format.

- The **Type of Pleading** column will have hyperlinks to the Filing Instruction webpage on the Court’s website, if one exists.
- The **Bankr. Code** column will have hyperlinks to the Code.
- The **Rules & Forms** column has been separated and will have hyperlinks to the Rules and Forms.
- The **Type of Notice** column has a link to the sample notice located on the Court’s website.
- The **Matrix** link will allow quick access to the Matrix Filing Instructions.
- The **Self Sched.** link allows quick access to the Self-Scheduled Matters webpage on the Court’s website.

Not Intended to Represent Legal Advice. If the Guide Conflicts with the Statute or Rules the Statute and/or Rules Prevail

U.S. Bankruptcy Court for the Middle District of PA

Guide to Docket Events and Noticing Procedures

CURRENT

Serve Motion and Notice unless otherwise stated.

HIGHLIGHTED PROCEDURES ARE NOT COMPLETE YET - IN PROCESS:

Type of Pleading	Bankr. Code	Rules & Forms	Type of Notice	Served By	Recipients	Sched.
20 Largest Unsecured Creditors	NONE	FRBP 100(d), LBR NONE, LBF NONE, Official Form 104 and	None	N/A	N/A	N/A
2004 Examination	NONE	FRBP 2004, LBR 2004-1, LBF NONE	None	N/A	N/A	N/A
341 Meeting of Creditors Reschedule per Local Rule 2002- 1(d)(3)	341	FRBP 2002, 2003 and 5508; LBR 2002- 1(d)(3), LBF NONE, Official Form None	341 Reschedule Notice	Docket Event will determine who serves	Matrix	N/A
Abandonment of Property	554(a) & (b)	FRBP 6007, LBR 6007-1, LBF NONE	Passive - 14 Day	Movant	Matrix	N/A
Adequate Protection, Cash Collateral Use, Value Collateral	361 and 363(c)	FRBP 4001(b)(d), LBR 4001-2, 4001-6; LBF NONE	Hearing Required - 14 Day	Movant	D, DA, T, UST, L20, COMM, P	Self Sched.

Legend for Recipients: D-Debtor, DA-Debtor's Attorney, T-Trustee, UST-U.S. Trustee, L20-Largest 20 Creditors,
COMM-Creditor's Committee (if one is appointed), P-Parties in Interest, Matrix - Entire Mailing Matrix

NEW

Not Intended to Represent Legal Advice. If the Guide Conflicts with the Statute or Rule the Statute and/or Rule Prevail

U.S. Bankruptcy Court for the Middle District of PA
Guide to Docket Events and Noticing Procedures

Serve Motion and Notice unless otherwise stated.

Type of Pleading	Bankr. Code	Rules	Forms	Type of Notice	Served By	Recipients	Sched.
20 Largest Unsecured Creditors	NONE	FRBP 1007(d) ; LBR NONE	LBF NONE; Official Form 104 and 204	NONE	N/A	N/A	N/A
2004 Examination	NONE	FRBP 2004 ; LRR 2004-1	NONE	NONE	N/A	N/A	N/A
341 Meeting of Creditors Reschedule per Local Rule 2002-1(d)(3)	11 USC 341	FRBP 2002 , 2003 and 5508 ; LBR 2002-1(d)(3)	NONE	341 Reschedule Notice	Docket Event will determine who serves	Matrix	N/A
Abandonment of Property	11 USC 554(a) and (b)	FRBP 6007 ; LBR 6007-1	NONE	Passive – 14 Day	Movant	Matrix	N/A
Adequate Protection, Cash Collateral Use, Value Collateral	11 USC 361 and 363(c)	FRBP 4001(b)(d) ; LBR 4001-2 , 4001-6	NONE	Hearing Required - 14 Day	Movant	D, DA, T, and/or UST, L20, COMM, P	Self Sched.
Adversary – New or Amended Complaint	28 USC 157(b) and 1334	FRBP 7001 , 7003 , 7008 , 7010 , 7012 , 7015 ; Fed. R. Civ. P. 3 , 8 , 10(b) , 12 and 15 ; LBR 7002-1 and 7003-1 ; USDC LR 7.1 through 7.8	LBF NONE; Official Form 1040	NONE	N/A	N/A	N/A

Legend for Recipients: D-Debtor, DA-Debtor's Attorney, T-Trustee, UST-US Trustee, L20-Largest 20 Creditors,
COMM-Creditor's Committee (if one is appointed), P-Parties in Interest, M-Entire Mailing Matrix



**WHAT QUESTIONS
DO YOU HAVE?**