

**UNITED STATES DISTRICT COURT  
DISTRICT OF NEW HAMPSHIRE**



**SAVING, PRINTING AND PROTECTING USDCNH FILLABLE FORMS**

Depending on the software you have installed on your computer, you may have some difficulties saving or printing the fillable forms on this page. The following is intended to assist you if you are having problems. If you continue to have problems after consulting the directions below, please feel free to contact our help desk at 1-800-776-0320, Option #8.

**I. UNABLE TO SAVE FILLABLE PDF FORM WITH INSERTED TEXT**

If your saved fillable form does not hold the text you inserted in the fillable fields, you likely have no PDF conversion software installed on your computer or, if you do, it doesn't have the complete Adobe Acrobat package.

If you do not have PDF creation software, there are numerous different vendors who sell this software. Although the federal judiciary does not endorse or recommend any specific PDF software, we do provide a listing of different PDF creator or converter vendors on our web page. To access this list, go to [www.nhd.uscourts.gov](http://www.nhd.uscourts.gov), click on "Electronic Case Files" on the left navigation bar, under the "CM/ECF" section of the next page select the line "PDF Software and Information". On the next page under the section entitled "PDF Writer or Creation Software" there is a link that lists different vendors. In the short term users may want to use a free PDF creation software product located at [www.pdf995.com](http://www.pdf995.com).

If you have the full Adobe Acrobat (writer) package, you should be able to save the completed PDF fillable forms by clicking on the floppy disc or save icon on the tool bar. If you do not have the full Adobe Acrobat package but have installed PDF conversion software, you should be able to save these completed fillable PDF documents as follows: click on your "File" menu and select the "Print" option; on your print drive drop down list select your PDF creation program; then click on "OK". From there you browse to save the file in the appropriate directory, name the document and save.

**II. UNABLE TO PRINT FILLABLE PDF FORM WITH INSERTED TEXT**

Occasionally persons merely want to print a completed fillable form, such as the ECF Attorney Registration form, but the printed document does not include the inserted text--the text fields are blank. Again, this will occur if your computer does not have PDF creation software (i.e. your computer merely has Adobe Reader).

A workaround for those who have Adobe Reader is as follows:

#### Adobe Reader 6.0

1. Click on the print icon.
2. In the **Print What** box (near the bottom of the screen) select **Documents and comments**.
3. Click **OK** to print.

#### Adobe Reader 7.0

1. Click on the print icon.
2. In the **Comments and Forms** box (near the top of the screen) select **Documents and Markups**.
3. Click **OK** to print.

### **III. PROTECTING FILLABLE FORMS**

While fillable forms submitted through ECF and maintained on the court's electronic docket cannot be modified, it may appear to persons accessing those documents through PACER that they actually can be modified. To alter the fields in the fillable forms so that they do not even have the appearance of being modifiable, you need to create a NEW PDF file from the existing fillable form. To do so:

1. Open the PDF you want to protect.
2. Select Print.
3. In the Print dialog box, select the PDF writer installed on your computer (ex. Acrobat PDF Writer, PDF995, etc.) from the dropdown list of printers .
4. Click OK to print.
5. A "Save As" dialog box will appear.
6. Choose the name and location for the new PDF file.
7. Click "Save."

The new PDF file will no longer have fields that can be modified.