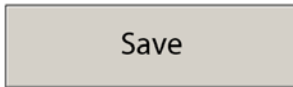


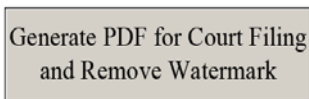
PREPARING THE MOR OR PCR FOR FILING WITH THE COURT

Save Button



Select the “Save” button to save an editable working copy of the MOR or PCR until it is ready for filing with the court. **Do not file this saved version with the court as the data embedded features have not yet been activated.** The watermark will remain on the saved MOR or PCR until the “Generate PDF for Court Filing” steps below have been completed. The MOR or PCR should not be filed with the Court unless and until the watermark has been removed using this process.

Generate PDF for Court Filing and Remove Watermark Button



WARNING!

Once this button has been selected it cannot be undone and the MOR cannot be further modified. It is recommended that you save a copy of this MOR before generating the PDF for court filing.

After the MOR or PCR has been completed, thoroughly reviewed, signed with “/s/” by the responsible parties, and is ready for filing with the court, follow this procedure:

1. Select the “Save” button to save an editable working copy of the MOR or PCR.
2. Select the “Generate PDF for Court Filing” button to activate the data-embedded features.
3. Save the MOR or PCR when prompted.
4. Address any error messages shown in red and repeat step 2. The watermark will remain until all errors are resolved.
5. Once all errors are resolved, a data-embedded version of the MOR or PCR is created and the watermark will no longer appear. However, this does not cause the MOR or PCR to be filed with the court.
6. Print a hard copy of the data-embedded version of the form, affix original holographic signatures, and

provide this copy to the debtor’s or trustee’s attorney for retention purposes.

File the data-embedded version of the MOR or PCR with the court using CM/ECF with supporting documentation filed as separate attachments to the MOR. In jointly administered cases, MORs or PCRs may be filed in either the lead case or in the specific child case, but not both. Refer to the Instructions for completing the UST Form 11-MOR or UST Form 11-PCR for additional filing instructions.

Preserving Data-Embedded Features

To ensure that the data-embedded features of the MOR or PCR are preserved:

- Supporting documentation must be filed as separate attachments or exhibits to the MOR via the CM/ECF system. The MOR or PCR and the supporting documentation must not be filed as a single PDF.
- Do not use the “Print to PDF” function.
- Do not file a scanned version of the MOR or PCR.
- Do not alter or change the form.

Technical Questions?

If you have technical questions concerning the MOR or PCR form, please contact us by E-mail: ust.mor.help@usdoj.gov.