

PREPARING THE MOR OR PCR FOR FILING

Save Buttons



To save an editable working copy of the MOR or PCR until it is ready for filing with the court, select any one of the “Save” buttons that appear throughout the document. Each time a “Save” button is selected, a prompt will appear for a file name. Use the same file name to overwrite a prior editable working copy. The watermark will remain on the saved MOR or PCR until the data-embedded features have been activated. To active the data-embedded features, complete the “Generate PDF for Court Filing and Remove Watermark” steps below. **Do not file the MOR or PCR with the court until the data-embedded features have been activated, the watermark has been removed, and barcodes have been added to the end of the form.**

Generate PDF for Court Filing and Remove Watermark Button

Generate PDF for Court Filing
and Remove Watermark

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 “Generate PDF for Court Filing” button to begin the process of activating the data-embedded features. A prompt will appear to save an editable working copy of the MOR or PCR.
2. Address any error messages shown in red and repeat step 1. The watermark will remain until all errors are resolved.
3. Once all errors are resolved, a data-embedded version of the MOR or PCR is created that removes the watermark and adds barcodes at the end of the form. The barcodes contain the data. It may take a moment for this process to

complete. **Note that this step does not file the MOR or PCR with the court.**

4. **A final copy of this data-embedded version must be saved before filing with the court.** Be sure to use a different file name to avoid overwriting the editable working copy.



Do not alter the data on the MOR or PCR after the barcodes have been generated. If changes are required, revert to an editable working copy to make the changes, and then repeat the “Generate PDF for Court Filing” process.

5. Print a hard copy of the data-embedded version of the MOR or PCR (including all barcodes), affix original holographic signatures, and provide this copy to the debtor’s or trustee’s attorney for retention purposes.
6. File the data-embedded version of the MOR or PCR (including all barcodes) with the court using CM/ECF with supporting documentation filed as separate attachments to the MOR or PCR. 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 or PCR 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