


## PREPARING THE MOR OR PCR FOR FILING

### Save Buttons

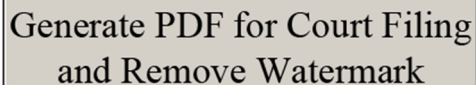
---

A rectangular button with a thin black border and the word "Save" in a serif font.

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

---

A rectangular button with a thin black border and the text "Generate PDF for Court Filing and Remove Watermark" in a serif font.

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. 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.
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 appropriate counsel 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, explanations, or notes filed as separate attachments. 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 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, explanations, or notes must be filed as separate attachments or exhibits to the MOR or PCR via the CM/ECF system. Do not file the documents and the MOR or PCR 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](mailto:ust.mor.help@usdoj.gov)