

- ◆ Click the Printer icon on your toolbar (See Figure 2a)

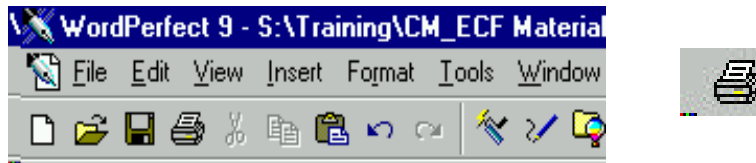


Figure 2a

- ◆ Click the down arrow on the "Current printer:" field. (See Figure 2b)

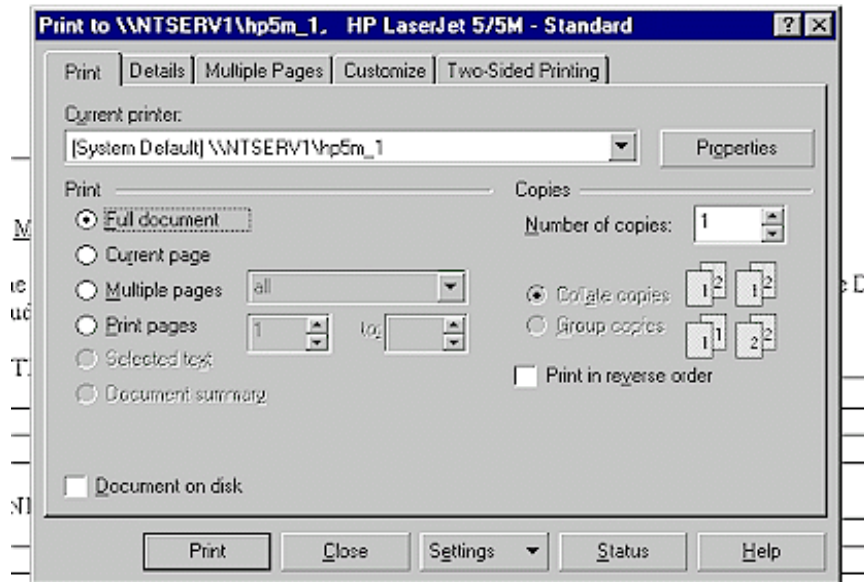


Figure 2b

- ◆ Click the “Print” button. (See Figure 2d)

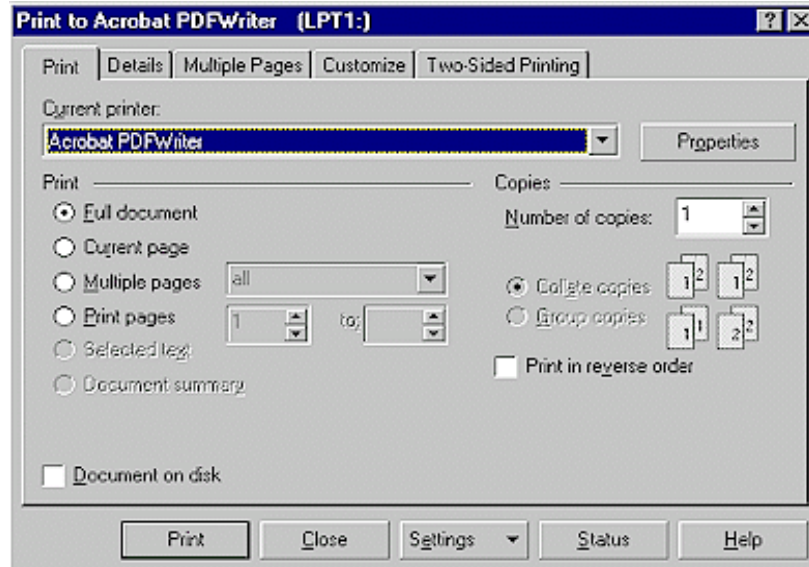


Figure 2d

- ◆ Select the directory (usually A drive for diskettes) where the appropriate PDF file will be saved.
(See Figure 2e)

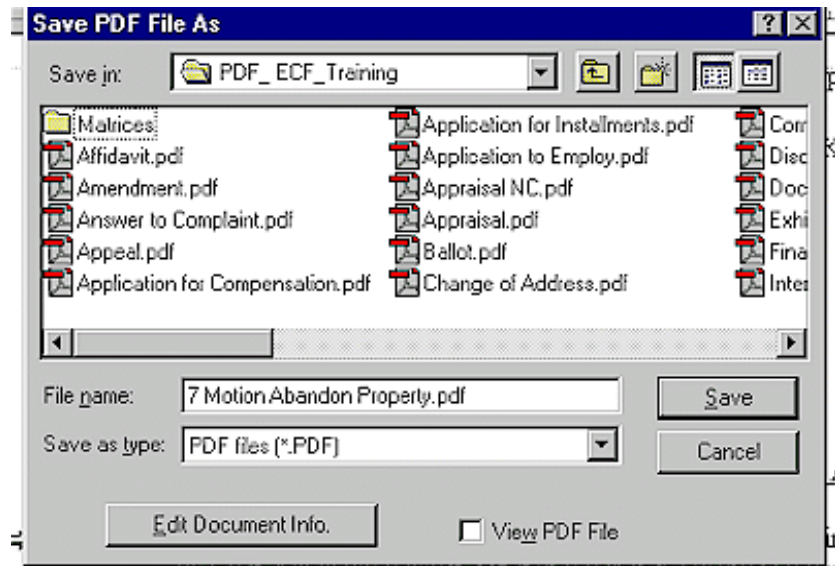


Figure 2e

- ◆ Enter the file name. For petitions, the name should be the debtor's last name, such as "Smith.pdf". For all other PDF documents, use "yy-nnnnn-s.pdf" where yy-nnnnn is the case number and s is optional characters to identify the documents; the s is only required if there are multiple documents being filed for the same case. Click the save button. The document is now saved as a PDF document.
- ◆ Please note that matrixes should be filed as text files and not PDF files.
- ◆ Complete an "Affidavit and Request to File" document, which must be filed with the diskette. An example follows:

**IN THE UNITED STATES BANKRUPTCY COURT FOR
THE WESTERN DISTRICT OF KENTUCKY**

In re:)
)
) Case No.
)
 _____ Debtor(s))

AFFIDAVIT AND REQUEST TO FILE

Comes now, (Movant's/Attorney's name) and certifies to this Court that (movant/attorney) is unable to file in the Electronic Case Filing system, because (explain reason for being unable to file electronically).

WHEREFORE, (movant/attorney) , request the Court file (Name of file on diskette to be filed) submitted this the day of (date).

Attorney for (movant)

LBR 16.18 (1-02)