



United States Bankruptcy Court Middle District of Florida

Important Steps for Filing

1. Only use simple fonts: Courier (Regular, Bold, Oblique, and Bold Oblique) OR Times New Roman (Regular, Bold, Italic, and Bold Italic)
2. Only black and white scanned documents
3. 8.5" x 11" maximum size for documents. Hint: If your documents turn out larger than this, you reduce the size in Adobe Acrobat (PDF writer) by selecting option "Document", then crop pages (or press Ctrl+T).

Submitted documents must conform to the above standards or they will be rejected by the BNC.

When printing a document in Adobe version 6.0, select "Document and comments" under the "Print what" print options to ensure the printing of a judge's signature.