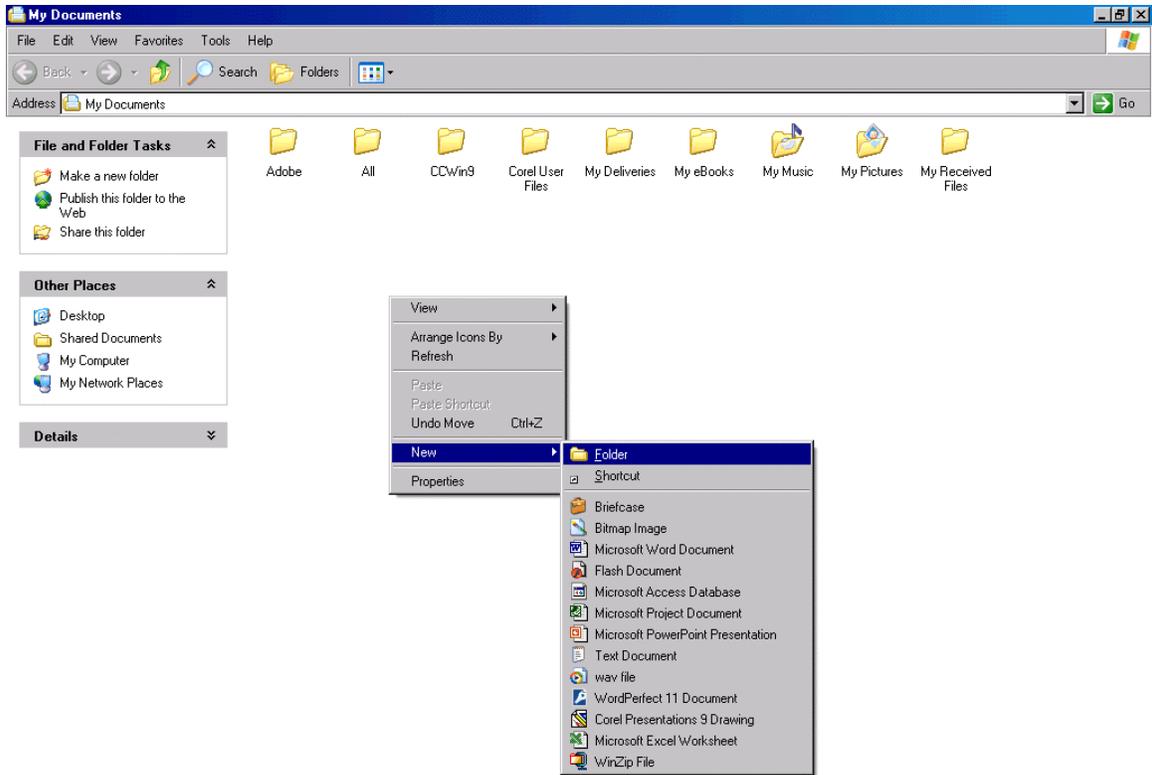
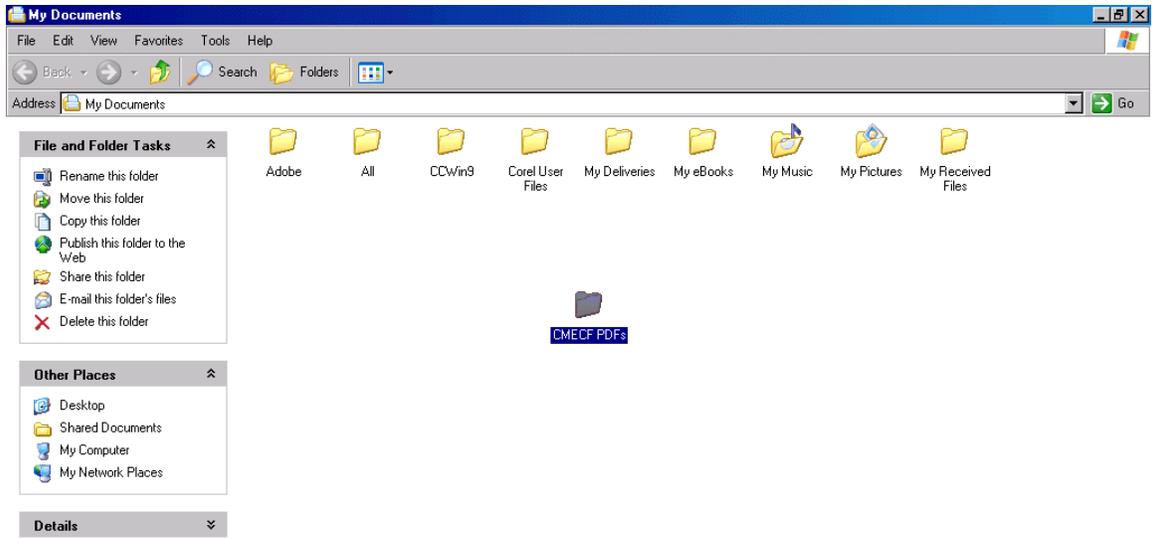


HOW TO CONVERT CM/ECF REPORTS INTO PDF'S.

April 11, 2004



Create a folder anywhere in your workstation that will house the newly created PDFs. Right click on your mouse and select New, then Folder.



A new folder will appear and you will have the ability to name the folder. In this instance, CMECF PDFs was used to name the folder.

Middle District of Florida Live Database - Microsoft Internet Explorer

Address: https://ecf.fldb.circ11.dcn/cgi-bin/login.pl?95488271917251-L_916_0-1

ECF Bankruptcy Adversary Query Reports Utilities Logout

**U.S. Bankruptcy Court
Middle District of Florida
Internet Payments Made
4/12/2004 to 4/12/2004**

Name	Date Paid	Description	Payment Method	Receipt #	Amount
Altman, Robert	2004-04-12 08:45:46	Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03694) [caseupld,1027u] (209.00)	credit card	113AB2585413	\$ 209.00
DeMetros, Christopher R.	2004-04-12 09:22:24	Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03702) [caseupld,1027u] (209.00) Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03701) [caseupld,1027u] (209.00) Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03699) [caseupld,1027u] (209.00) Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03700) [caseupld,1027u] (209.00)	credit card	113AB2585897	\$ 836.00
Fallon, Peter Max	2004-04-12 10:20:26	Motion for Relief From Stay			

Done Internet

After you have created the folder on your workstation, log into CM/ECF and generate a report you would like to run.

Middle District of Florida Live Database - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search Favorites Media

.dcn/cgi-bin/login.pl?954887271917251-L_916_0-1

Go Links >>

Bankruptcy Adversary Query Reports Utilities Logout

**U.S. Bankruptcy Court
Middle District of Florida
Internet Payments Made
4/12/2004 to 4/12/2004**

	Date Paid	Description	Payment Method	Receipt #	Amount
Altman, Robert	2004-04-12 08:45:46	Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03694) [caseupld,1027u] (209.00)	credit card	113AB2585413	\$ 209.00
DeMetros, Christopher R.	2004-04-12 09:22:24	Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03702) [caseupld,1027u] (209.00) Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03701) [caseupld,1027u] (209.00) Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03699) [caseupld,1027u] (209.00) Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03700) [caseupld,1027u] (209.00)	credit card	113AB2585897	\$ 836.00
Fallon, Peter Max	2004-04-12 10:20:26	Motion for Relief From Stay			

Changes paper, headers and footers, orientation, and margins for this page.

After you run the report, click on File, Page Setup.

Middle District of Florida Live Database - Microsoft Internet Explorer

Address: https://ecf.flmb.circ11.dcn/cgi-bin/login.pl?95488271917251-L_916_0-1

ECF Bankruptcy Adversary Query Reports Utilities Logout

**U.S. Bankruptcy Court
Middle District of Florida**

Name	Date Paid	Amount
Altman, Robert	2004-04-12 08:45:44	
DeMetros, Christopher R.	2004-04-12 09:22:24	13 \$ 209.00
		[caseupld,1027u] (209.00)
		Chapter 7 Voluntary Petition - Case Upload(3-04-bk-03700) [caseupld,1027u] (209.00)
		credit card 113AB2585897 \$ 836.00
Fallon, Peter Max	2004-04-12 10:20:26	Motion for Relief From Stay

Page Setup

Paper Size: Letter
Source: Automatically Select

Headers and Footers:
Header: &w&bPage &p of &P
Footer: &u&b&d

Orientation: Portrait Landscape

Margins (inches):
Left: 0.25 Right: 0.25
Top: 0.75 Bottom: 0.75

OK Cancel Printer...

Change the Left and Right margins from 0.75 to 0.25 inches.

Middle District of Florida Live Database - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search Favorites Media

.dcm/cgi-bin/login.pl?954887271917251-L_916_0-1

Go Links >>

Bankruptcy Adversary Query Reports Utilities Logout

**U.S. Bankruptcy Court
Middle District of Florida
Internet Payments Made
4/12/2004 to 4/12/2004**

	Date Paid	Description	Payment Method	Receipt #	Amount
Altman, Robert	2004-04-12 08:45:46	Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03694) [caseupld,1027u] (209.00)	credit card	113AB2585413	\$ 209.00
DeMetros, Christopher R	2004-04-12 09:22:24	Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03702) [caseupld,1027u] (209.00) Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03701) [caseupld,1027u] (209.00) Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03699) [caseupld,1027u] (209.00) Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03700) [caseupld,1027u] (209.00)	credit card	113AB2585897	\$ 836.00
Fallon, Peter Max	2004-04-12 10:20:26	Motion for Relief From Stay			

Prints this page.

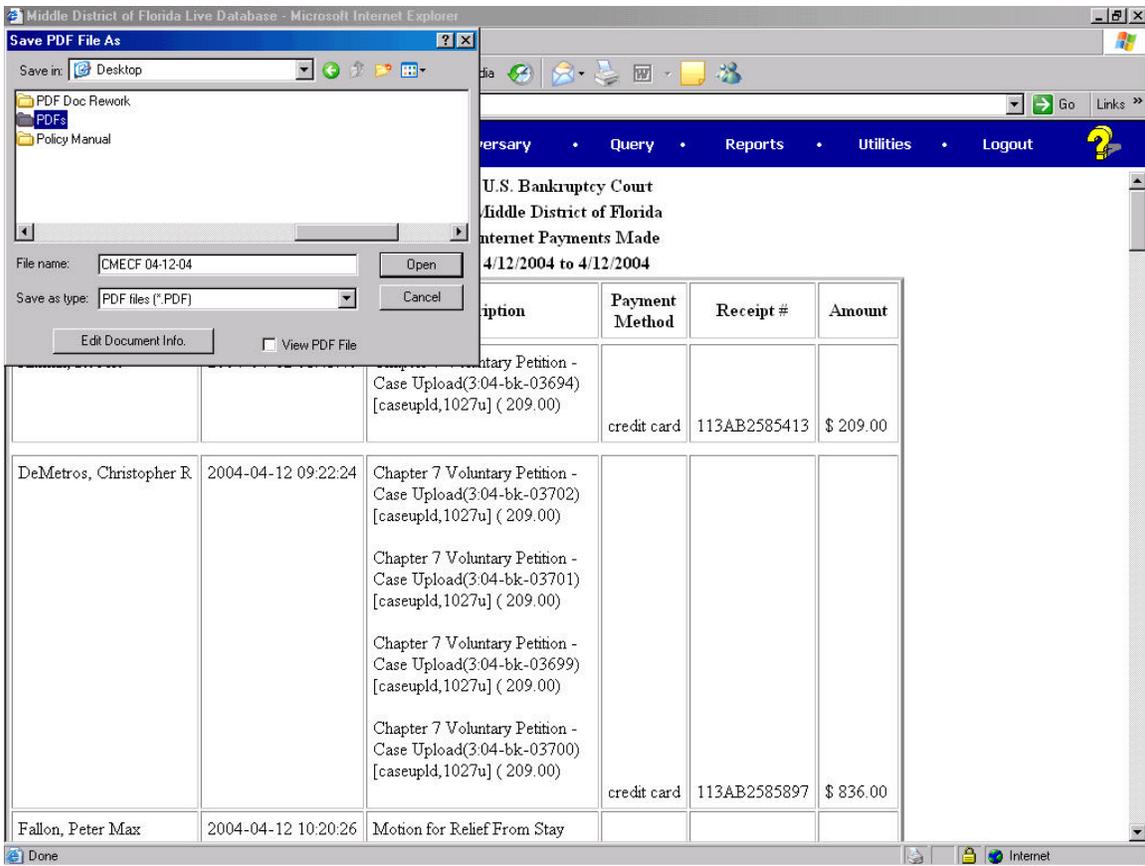
After you change the margin settings, click File and then Print.

The screenshot shows a Microsoft Internet Explorer window titled "Middle District of Florida Live Database - Microsoft Internet Explorer". A "Print" dialog box is open in the foreground, showing the "General" tab. In the "Select Printer" section, "Acrobat PDFWriter" is selected. The "Page Range" section has "All" selected. The "Number of copies" is set to 1. The "Print" button is highlighted.

The background web page is titled "Bankruptcy Court - District of Florida" and displays a table of "Petition Payments Made 2004 to 4/12/2004". The table has columns for "Payment Method", "Receipt #", and "Amount".

	Payment Method	Receipt #	Amount
Petition - -03694) 9.00)	credit card	113AB2585413	\$ 209.00
Petition - Case Upload(3-04-bk-03702) [caseupld,1027u] (209.00)			
Chapter 7 Voluntary Petition - Case Upload(3-04-bk-03701) [caseupld,1027u] (209.00)			
Chapter 7 Voluntary Petition - Case Upload(3-04-bk-03699) [caseupld,1027u] (209.00)			
Chapter 7 Voluntary Petition - Case Upload(3-04-bk-03700) [caseupld,1027u] (209.00)	credit card	113AB2585897	\$ 836.00
Fallon, Peter Max	2004-04-12 10:20:26	Motion for Relief From Stay	

Select Acrobat PDFwriter and then click Print.



Select the file location as well as the name of the file you are creating. In this instance, CMECF 04-12-04 will be saved into the PDFs folder.

Middle District of Florida Live Database - Microsoft Internet Explorer

Save PDF File As

Save in: PDFs

File name: CMECF 04-12-04

Save as type: PDF files (*.PDF)

Save

Cancel

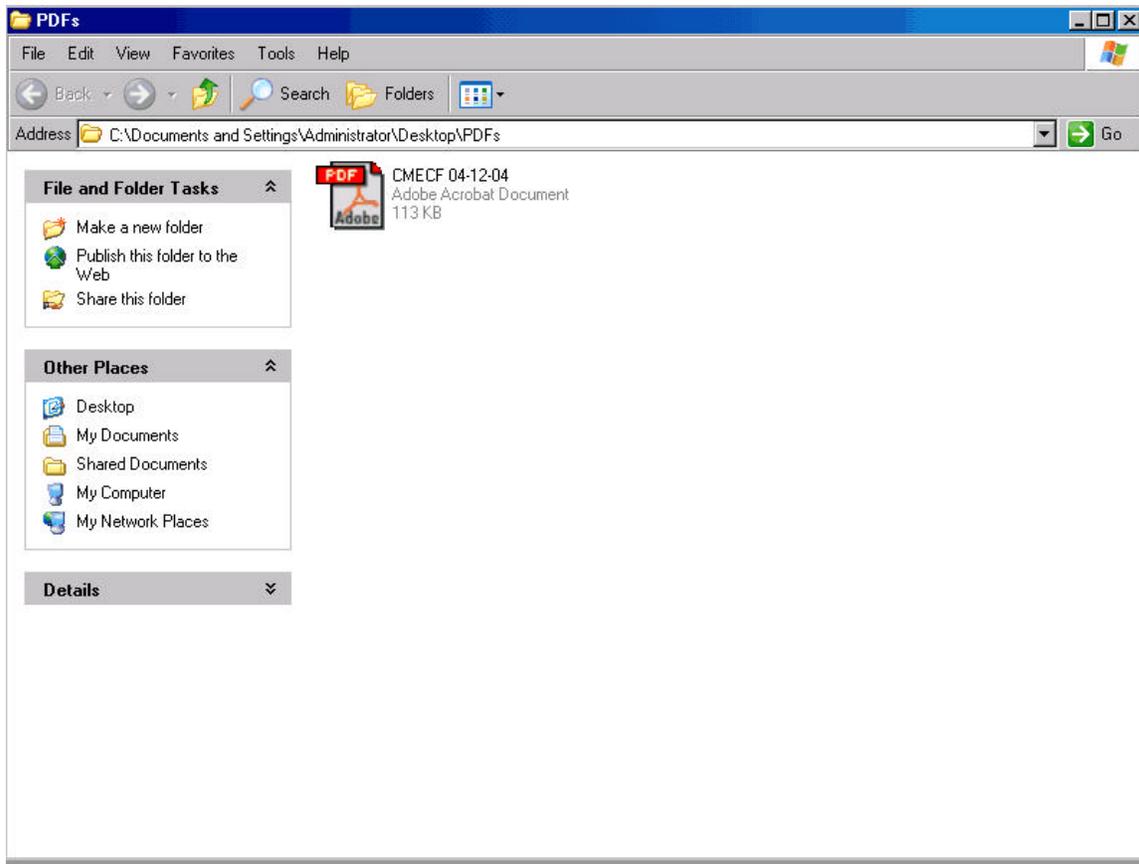
Edit Document Info. View PDF File

U.S. Bankruptcy Court
Middle District of Florida
Internet Payments Made
4/12/2004 to 4/12/2004

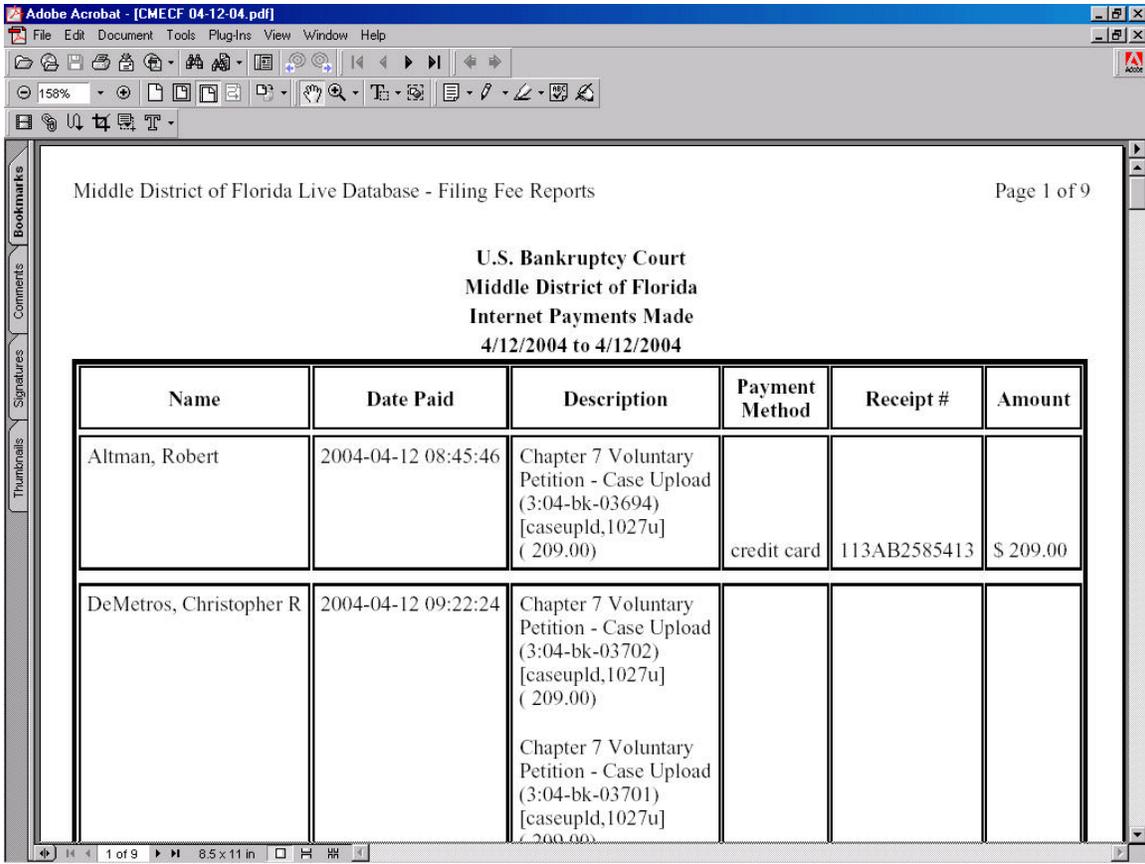
Description	Payment Method	Receipt #	Amount
Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03694) [caseupld,1027u] (209.00)	credit card	113AB2585413	\$ 209.00
DeMetros, Christopher R 2004-04-12 09:22:24 Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03702) [caseupld,1027u] (209.00)			
Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03701) [caseupld,1027u] (209.00)			
Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03699) [caseupld,1027u] (209.00)			
Chapter 7 Voluntary Petition - Case Upload(3:04-bk-03700) [caseupld,1027u] (209.00)	credit card	113AB2585897	\$ 836.00
Fallon, Peter Max 2004-04-12 10:20:26 Motion for Relief From Stay			

Done Internet

Click on Save in order to convert a CM/ECF report into a PDF.



After you click Save, you will notice that the file you just created and named is located in the folder you saved into.



If you double click on the PDF, the file will open and you will see the CM/ECF report you created in CM/ECF.