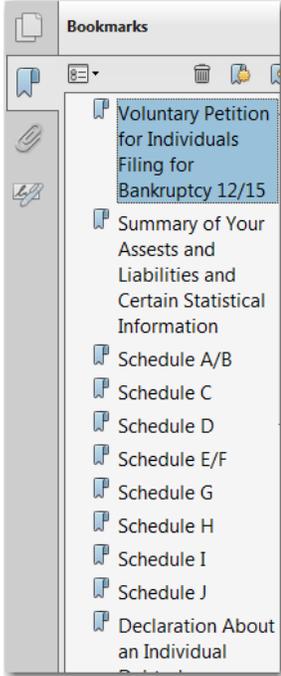
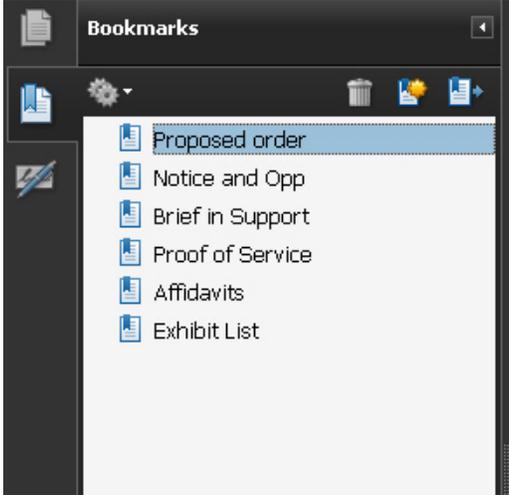
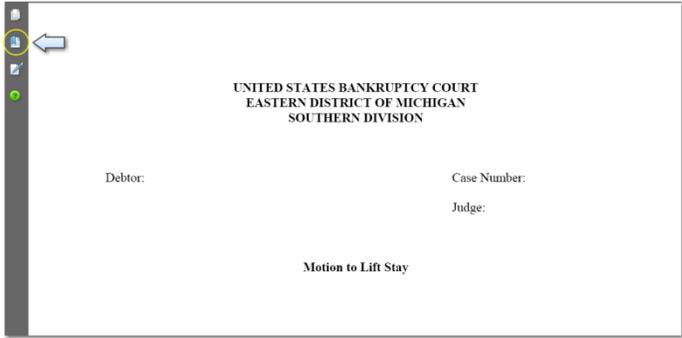
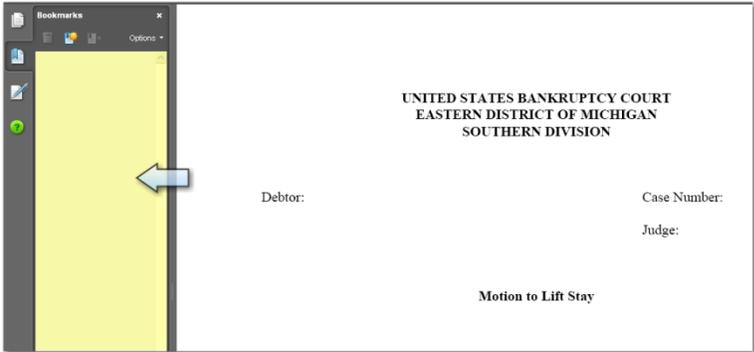
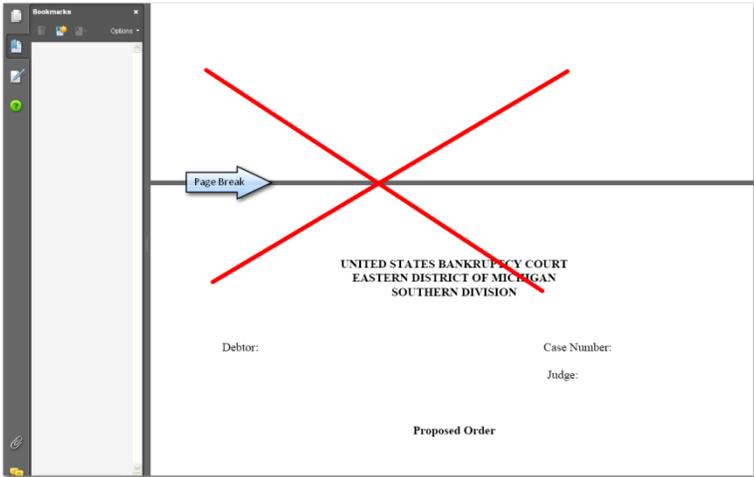
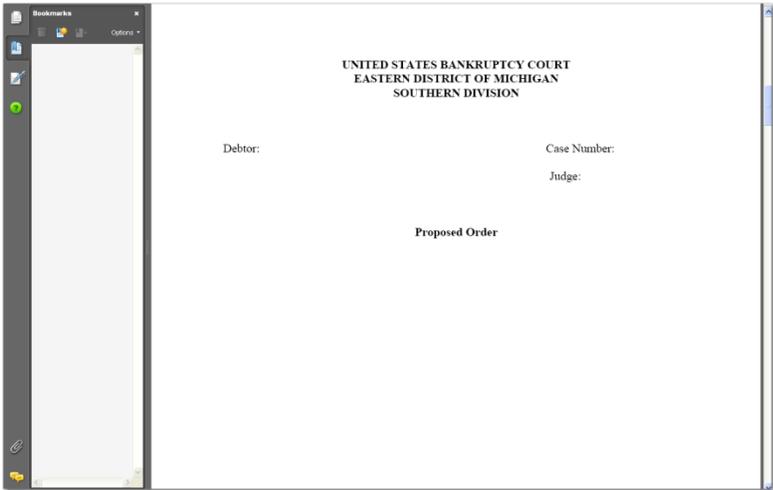
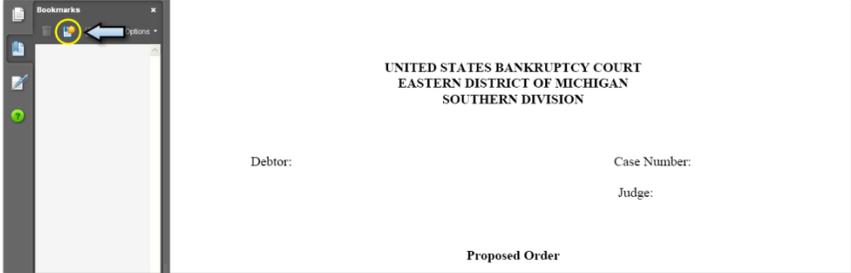


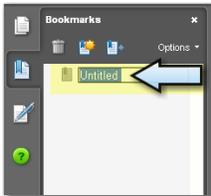
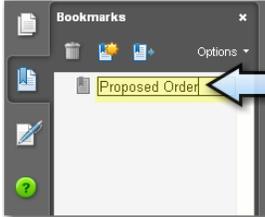
## How to Set a Bookmark

|  |  |
|--|--|
| <p><b><u>WHAT IS A BOOKMARK?</u></b></p>   | <p>A bookmark is a link to a specific page in a PDF document that is associated with an ECF entry.</p> <p>A group of bookmarks acts as a table of contents displaying the different documents that are included with the petition or motion/application that has been filed.</p> |
| <p><b><u>WHEN DO YOU BOOKMARK A PDF DOCUMENT IN ECF?</u></b></p>   | <p>When filing a:</p> <ul style="list-style-type: none"><li>• Petition</li></ul> <p>OR</p> <ul style="list-style-type: none"><li>• Motion/Application that follows LBR 9014-1 (see Administrative Procedures for Electronic Case Filing – ECF Procedure 6)</li></ul>             |
| <p><b><u>Sample of a Petition Bookmarked</u></b></p>  | <p><b><u>Sample of a Motion Bookmarked</u></b></p>   |

## How to Set a Bookmark;

| STEP  | SCREEN   |
|---|--|
| <p>In Adobe, Open the document to add bookmarks.</p>  |  |
| <p>Click the “Bookmarks” icon</p>  <p><b>or</b></p> <p>on the left hand side of the window. The icons may vary depending on what version of Adobe you have or the program you are using. (Note: If the icon is not displayed, select: View &gt; Navigation Panels &gt; Bookmarks.)</p> |    |
| <p>A side panel window will display.</p>  |  |

| STEP  | SCREEN   |
|---|--|
| <p>Make sure the page to be bookmarked is fully displayed in the window. No page breaks should be displayed.</p>  | <p><b><u>Incorrect</u></b></p>  <p><b><u>Correct</u></b></p>  |
| <p>Click the “New Bookmark” icon on the top of the side panel window.</p>  |    |

| STEP  | SCREEN  |
|---|---|
| <p>An "Untitled" box will display in the side panel window. Enter the name of the page you are bookmarking and press the enter key.</p> |  <p style="text-align: right;">UNITED STATES BANKRUPTCY COURT<br/>EASTERN DISTRICT OF MICHIGAN<br/>SOUTHERN DIVISION</p> <p>The name of the bookmark will display.</p>  <p style="text-align: right;">UNITED STATES BANKR<br/>EASTERN DISTRICT O<br/>SOUTHERN DIV</p>                               |
| <p>Continue this process, repeating Steps 4 through 6, until all desired pages are bookmarked.</p>                                      | <p><i>Note: Do not bookmark all the pages of the PDF document.</i></p> <ul style="list-style-type: none"> <li>• <b>For a petition</b>, bookmark the first page of the petition and each additional official form that is filed. If Schedule F is 5 pages long, just bookmark page 1.</li> <li>• <b>For a motion/application</b>, bookmark only the pages with court captions. For example, if the Brief in Support is 10 pages long, just bookmark page 1.</li> </ul> |

[Back to Main Menu](#)

[Back to Chapter 13 Menu](#)