

NOTICE TO THE BAR
REGARDING FONTS

To ensure timely processing of notices served by the Bankruptcy Noticing Center, all documents submitted to the court must contain **ONLY** the following fonts:

Courier (Regular, Bold, Oblique, and Bold Oblique)
Helvetica (Regular, Bold, Oblique, and Bold Oblique)
Times (Roman, Bold, Italic, and Bold Italic)
Symbol
ZapDingbats

Special notice to CM/ECF Participants:

In an effort to reduce file sizes, CM/ECF participants using Adobe Acrobat have been instructed to convert documents to Portable Document Format (PDF) using PDFWriter. "Embedding" fonts will assist the court in ensuring that notices are timely served. To embed all fonts in documents created with PDFWriter take the following steps:

Windows 95/98 -

1. Click Start > Settings > Control Panel > Printers
2. Right-click Acrobat PDFWriter, choose Properties
3. Click the Details tab > click Setup.
4. Place a check in the Embed All Fonts box; click OK

Windows NT -

1. Click Start > Settings
2. Right-click Acrobat PDFWriter, choose Document Defaults
3. Place a check in the Embed All Fonts box; click OK

Windows 2000 -

1. Click Start > Settings > Printers
2. Right-click Acrobat PDFWriter, choose Properties
3. Click Printing Preferences
4. Click the Font Embedding tab
5. Place a check in the Embed All Fonts box; click OK; click OK

NOTES: (1) Each time an operating system is reinstalled or upgraded the user must follow the steps outlined above to re-embed all fonts. (2) Local Form 8, Chapter 13 Plan and Motions, has been modified to comply with the above requirements. Please download the most recent form from the Court's web site: www.njb.uscourts.gov.

Any questions regarding the above may be directed to Nancy Sullivan at 973-645-4764 x. 2335 or nancy_C_sullivan@njb.uscourts.gov.