

## Guide to download and open UST Form 11-MOR and UST Form 11-PCR

1. If needed, download Adobe Acrobat: <https://get.adobe.com/reader/>.
  - o United States Trustee Program staff should already have an Adobe program installed.
2. Navigate to <https://www.justice.gov/ust/chapter-11-operating-reports>.

### For PC users:

3. Right-click the MOR (*UST Form 11-MOR – Monthly Operating Report*) or PCR Report (*UST Form 11-PCR – Post-confirmation Report*) link in the forms section on the webpage.
4. Select **“Save target as”** or **“Save link as”**.
5. Choose the location on your computer where you would like to save the file.
6. Select **“Save”**.
7. Use Windows Explorer to navigate to the location on your computer where you saved the file.
8. Right click on the PDF file.
9. Select **“Open with”**.
10. Select **“Choose program”** or **“Choose another App”**.
11. Select **“Adobe Acrobat Reader,” “Adobe Acrobat 2017”**, or whichever version is installed on your computer.
  - o If you have changed the default program which opens PDFs you may see a check the box that says, **“Always use this program to open these files”**, which is optional to check.
12. Select **“OK”**.

### For Mac users:

3. Press the Control key and click on the MOR (*UST Form 11-MOR – Monthly Operating Report*) or PCR Report (*UST Form 11-PCR – Post-confirmation Report*) link in the forms section on the webpage.
4. When the option menu appears, choose **“Download Linked File”** or **“Download Linked File As...”**.
5. Choose the location on your computer where you would like to store the file. Your computer will start the download once you have selected a location.
6. If **“Download Linked File”** was selected, open the Downloads folder to open the PDF. If **“Download Linked File As...”** was selected, go to the location of the saved PDF and open it. Use [Spotlight or Finder to look for the downloaded file](#).