

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 **“Save Link As...”**, **“Download Linked File”** or **“Download Linked File As...”** (depending on browser, and OS version).
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...”** or **“Save Link As...”** was selected, go to the location of the saved PDF and open it. Use [Spotlight or Finder to look for the downloaded file](#).