

FILL-IN-THE-BLANK PDF FORMS INSTRUCTIONS

(2/4/2004)

IMPORTANT NOTE: To save a completed copy of the pdf form on your workstation, you must have Adobe Acrobat PDF Writer installed. This is a separate product from Adobe Reader.

If you need technical assistance filling in the forms, please view the online Help Guide in the Adobe Acrobat PDF Writer program. Training can also be purchased through local training centers or at www.adobe.com.

SAVE THE FILL-IN-THE-BLANK PDF FORM FROM OUR WEBSITE TO YOUR WORKSTATION. You can then use this form to prepare forms in your cases without accessing our website each time the form is required.

SAVING THE PDF FILE TO YOUR WORKSTATION:

1. Open the PDF form on our website
2. Click **disk** on tool menu  Save a copy of the file
3. Dialogue box opens
4. Select a location for the form
5. Name the form (Field Name box)
6. Save as type PDF files
7. Click **Save**
8. Go to the location of the file on your workstation and verify the Fill-in-the-Blank Form was saved
9. The form will contain red boxes with Print and Clear messages

PREPARE FORM FOR SUBMISSION TO THE COURT

1. Open the PDF form on your workstation
2. Complete all data on the form
3. Select **File +Print**
4. Select **Acrobat Distiller** as the printer (Name field of the Printer dialog box)
5. Click **OK**
6. Dialogue box opens
7. Select a location for the completed form
8. Name your completed form (Field Name box)
9. Save as type **PDF files**
10. Click **Save**
11. Form opens in Acrobat (Red boxes with Print and Clear do not appear)
12. Use the X in the upper right hand corner of the window to close Adobe Acrobat
13. **Do you want to save the changes before closing?**
14. Click **No**
15. **CAUTION:** If the red boxes appear on the form you submit to the court, any party viewing the form can edit the data on the form.