

## **SAVING FILL-IN-THE-BLANK PDF FORMS FOR FILING**

**NOTE:** To save a copy of the PDF form on your workstation after it has been completed, you need a PDF editor installed on your workstation. The following instructions are for Adobe Acrobat.

If you need technical assistance using Adobe Acrobat, please view the online Help Guide in your Adobe Acrobat software.

### **SAVING THE PDF FORM TO YOUR WORKSTATION FOR SUBMISSION TO THE COURT:**

1. **Open** the PDF form from our website.
2. **Complete** all data on the form.
3. **Select** File + Save As on the PDF toolbar to save the completed form to your workstation, or **Select** Download to save.
4. **Select** a location to save the form.
5. **Name** the form in the File Name text box.
6. **Select** Save.
7. **Close** the browser using the 'X' in the upper right hand corner.
8. **Open** the file from the workstation location where it was saved to verify it has been saved with the information entered.