Fillable Forms Instructions

If your PDF viewer is unable to display the fillable forms, you can get the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download to enable you to view the fillable forms.

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General Instructions:

1. **Please avoid** having your signature alone on a separate page.

2. **Assume all fields are required** unless indicated otherwise.

3. You can **reverse an action** by pressing **Ctrl + Z** (on Windows) or **Command + Z** (on Mac) if you accidentally deleted something.

4. After printing the forms, you may notice that **some of the text boxes or elements disappeared**. This is expected. They are instructions, notes or buttons that are NOT meant to be visible on the physical document.

Text boxes and Numeric fields:

1. A **blue highlight** indicates a space that is available for the user to input text, numeric values, or select a Date.

2. Your **text may not appear during the typing** if the length of your typed-in text exceeds the length of the text box. However, by **clicking outside of the text box**, it will automatically expand to show your full typed-in text.

3. If there is an **optional text field** that is not applicable to you, leave it as it is or erase the text in it completely; otherwise it may not work properly.

4. **To exit a text box, simply click outside of the fillable area**. Some fillable text boxes will have a feature to move on to the next line if you press enter, so unless that is your intention, **DO NOT press enter to exit a text box**.

5. **Some Numeric fields only accept numbers and decimal points**. Commas or dollar signs are automatically appended when you click outside the fillable area.

Numbered Lists and Tables:

1. Some forms have numbered lists or tables where **you can add or remove lines/rows.**

2. **The "+" button adds a new line/row** at the end of the list/table while **the "-" button removes the line/row** beside the button.

3. **Some lists have sub-lists** which usually look like this:
   1.
        a.
   2.
        a.

4. **If you don't need a sub-list**, please remove the "a." by clicking on the corresponding **"-"** button. If you cannot remove the sub-list, that indicates that it is a required field.

Date and Time Fields:

1. To enter a date, **click on the arrow on the right side of the date box** and select the required date from the **calendar**.
2. If you are **unable to interact with a date box**, then **leave it as it is** for the court to fill in.
3. When you need to enter a time, **use the 24-hour clock** unless specified otherwise. For example: 08:30, 12:30, 20:00

Special Elements:

Signature fields:
1. **All signatures are meant to be filled out by hand after the document has been printed.**
2. *Signature fields* are **represented by a long dash/underline** and are usually located near a *Date field*.
3. Some documents are meant to be **signed by court officials**, so be careful not to sign on a *Signature line* which has underneath or next to it, the words: **"Registrar", "Prothonotary" OR "Commissioner for taking affidavits"**.

Check Boxes:
1. Check boxes allow you to select among options. Read instructions carefully to know when to **select only one or more than one option**.
2. Some *check boxes* hide some *text fields* or other elements when clicked. To view the hidden items again, just uncheck the *check box*.

Drop Down buttons:
1. If **the end of the text is covered behind a button**, do not worry. The full text will show up properly on the page **when the document is printed**.
2. For some drop down buttons, you must **scroll down to see more available options**.