

Fillable Forms Frequently Asked Questions

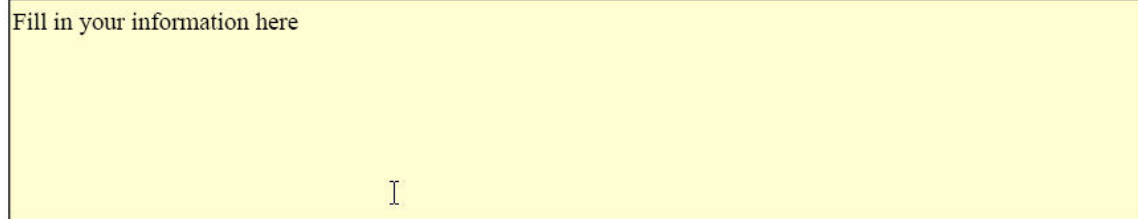
Forms are provided as Adobe Acrobat PDF documents that you can print from any computer on which [Adobe Acrobat Reader 6.0](#) or newer is available. If you have viewed a San Diego Superior Court form on your computer, you probably have the software you need.

What is a fillable form?

A fillable form has fields in which you can enter text. The box for the field appears when you **click on the place where you want to enter text**.

I, _____, declare that a life threatening circumstance exists to me or a member of my household in that:

Fill in your information here



I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

It may also have boxes you can check by **clicking on them**.

1. I served the person cited (*name*):
With the citation and petition as follows:
 - a. by serving
 - (1) Person cited.
 - (2) Person and title or relationship to

How do I go to the next field?

We **recommend that you use the TAB key** so that you will not accidentally miss any fields. Either use your **mouse** to go to the next area where you wish to enter text and click when the little hand turns into an I-beam or **press the TAB key** on your keyboard.

Can I save a form after I fill it out?

You **cannot save** a filled-out form if you are using **Adobe Reader (FREE)**. We suggest that you print yourself a copy for your records.

How do I print a form?

Click on the Print This Form button at the end of the form:

Print This Form

When the **Print** box pops up, click **OK**, and your form should print.

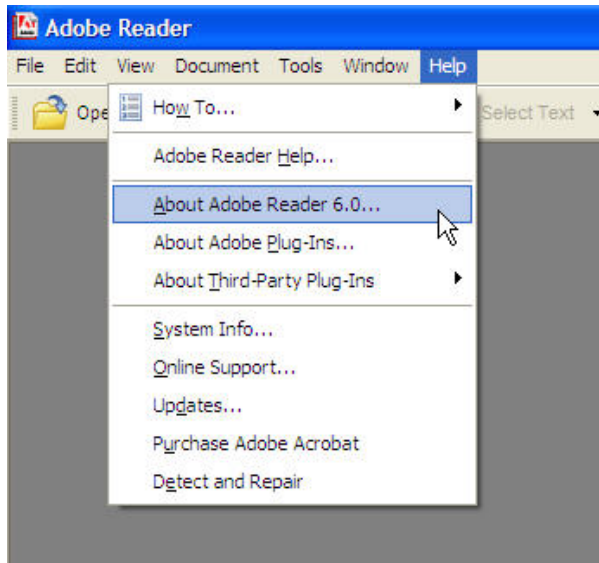
Alert! If you are working on a public or shared computer, remember to click the **Clear This Form** button at the end of the form when you are finished. **This will keep other people from seeing what you enter on your form.**

Clear This Form

If you are using **ADOBE ACROBAT READER (FREE)**, you **cannot** save the text you enter in a form.

How do I find out what version of Adobe Reader I have?

Open your Adobe Reader program, click on **Help**, then click on **About Adobe Reader**. A box will appear that will show which version of Adobe Reader you have.



I have more text that needs to be entered on the form, and I'm out of room. Now what do I do?

You cannot add more text to a field once it is full.

My form prints smaller than the space available on my paper. How can I make the form bigger?

You can fix this problem by **changing the settings** in the **Print** box.

When the **Print** box pops up, check the section that says **Copies and Adjustments**.

Make sure that the options **shrink oversized pages to paper size** and **expand small pages to paper size** are **unchecked**.

Then click **OK** to print.

Why do I only see a blank window when trying to open a form?

- If you are using Reader version 6, [download a FREE copy of the most current Reader from Adobe](#). Versions earlier than 6.0.2 had a known problem with some PDF files displaying improperly.
- [Click here](#) for Adobe's Support Knowledgebase: PDF Pages Don't Appear in Web Browser Window.

Who can I contact for more help?

- For help **downloading** a form from the Self-Help Center Web site, [click here](#).
- For help **installing and using Adobe Reader** or another Adobe program, contact Adobe through its Web site at <http://www.adobe.com/support/products/acrreader.html>.

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