

How to Use Fillable Forms

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.

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

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.

Frequently Asked Questions

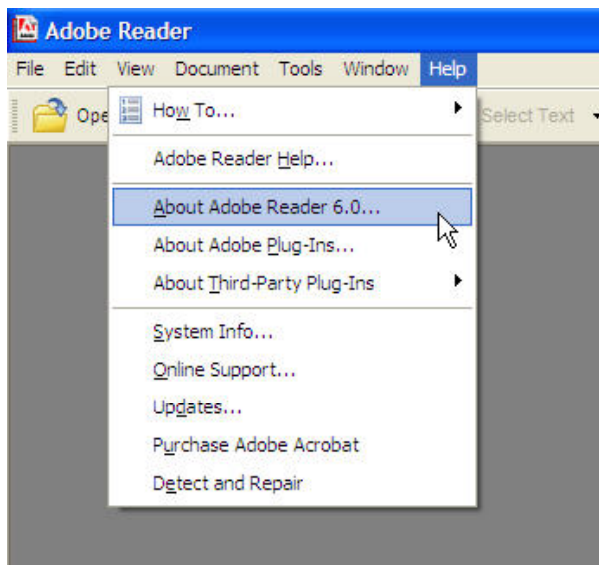
What software do I need?

If you have viewed a San Diego Superior Court form on your computer, you probably have the software you need.

You need **Adobe Acrobat Reader 6.0** or newer to use the fillable forms. Click here to download Reader **FREE**. The forms will not work with any version of Reader issued before Reader 6.0.

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.



Where can I find non-fillable forms that work with versions 3.0 and 4.0 of Adobe Reader?

You can find non-fillable forms at: <http://www.courtinfo.ca.gov/forms/>.[MAP1]

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When I'm finished with a form, how can I make sure no one else will see what I entered?


Click the **Clear This Form** button at the end of the form. **Only use** this button when you are **completely finished** working on your form, including printing it if you wish to do so.

Clear This Form

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How do I enter text in a field?

Using your mouse, move the "little hand"  to the place where you want to enter text.

When the hand turns into an I-beam , click. A box for the field will appear, and you can enter text in the field.

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How do I check a checkbox?

Put the little hand  over the checkbox and click on it. It will change to  when it is in the right place. If you use the **tab key** to highlight a checkbox, you check the box by **pressing enter** or **pressing the space bar**.


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How do I go to the next line in a field that has several lines?

Press the **ENTER** key to go to the beginning of the next line.

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How do I go back to a field I've already filled in?

Using your **mouse**, go to the field and click when the little hand turns into an I-beam.  If you want to go back to the field you just left, hold down the **SHIFT** key while pressing the **TAB** key.

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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.

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When I print my form, the highlighting around a field sometimes prints. How can I make it go away?

Click your mouse somewhere **outside** of the field. Make sure you don't click into another field.

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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.

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

There are many possible reasons. Here are some things to try:

- **Check to see if you are using Adobe Reader versions 6 or newer.**
[Click here](#) for help finding out what version of Reader you have. If you aren't using Reader versions 6 or newer, [download a FREE copy of Reader from Adobe](#).
- **Update to the most current version.**
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.
- **Open the form after you download it.**
To download a form, put your cursor over the link for the form. When the cursor turns into a hand, right click your mouse. After you click, you should see this menu:[MAP2]

Put your cursor over "**Save Target As . . .**" and click the left button on your mouse to save the form. After you save the form, open it from your computer.

- [Click here](#) for Questions & Answers: How do I view your forms?
- [Click here](#) for Adobe's Support Knowledgebase: PDF Pages Don't Appear in Web Browser Window.

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Who can I contact for more help?

- For help **installing and using Adobe Reader** or another Adobe program, contact Adobe through its Web site at <http://www.adobe.com/support/products/acroreader.html>.
- For help with **finding a form**, go to [click here](#).

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