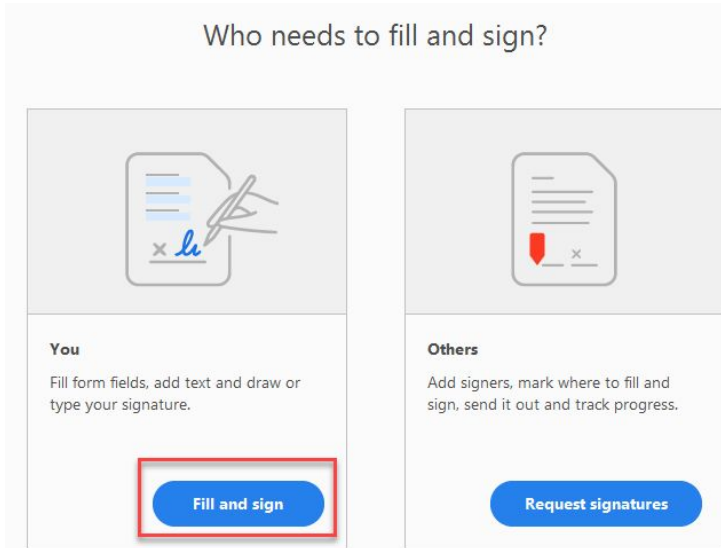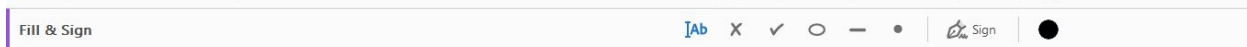**Signing/Filling out a PDF**

1. Open the pdf document in Adobe Acrobat Reader.
2. With the PDF opened on the right side you will have an option of Fill & Sign, click on this option.

3. Select Fill and Sign

4. Just above the PDF you will now have a section for Fill and Sign

5. The information in the table explains for each row the different pieces of functionality and how to use. Saving the PDF will make all Fill & Sign fields flattened and will no longer be editable.

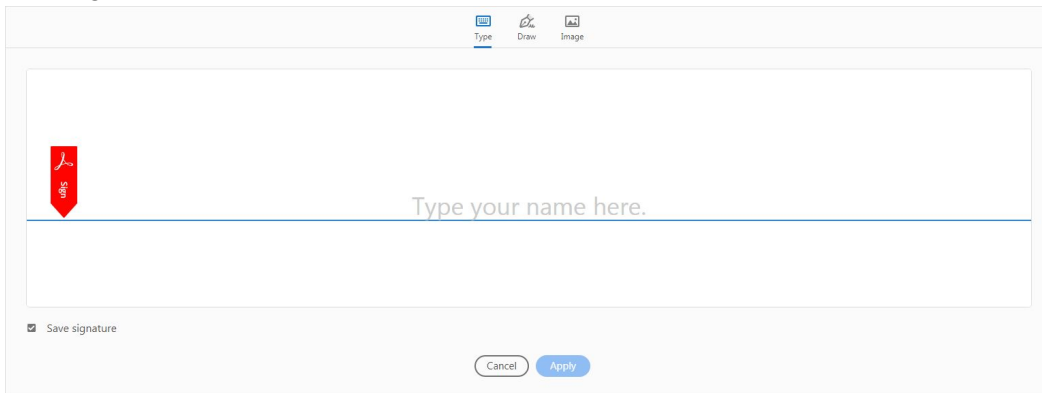|	
IAb	This allows the user to add text to anywhere in the document Place your cursor where you want to add text IAb VS. Type your text in the field and adjust the style if necessary.

|	
Sign	Sign the document by typing, drawing a signature or using an image. If you click on sign it gives you two options, Add signature and Add Initials. Add Signature will open a window ● Type, allows the user to type out their name how they want it to appear and the ability to change the style. *Judge John Doe* ● Draw, allows the user to draw their signature. ● Image allows the user to select from an image of the user's signature. Image should be used if the judge.commissioner wants to use their actual signature. The judge/commissioner should sign a piece of paper, apply the court seal and then upload it to the desktop (or to a file where it will be easily found/accessible).
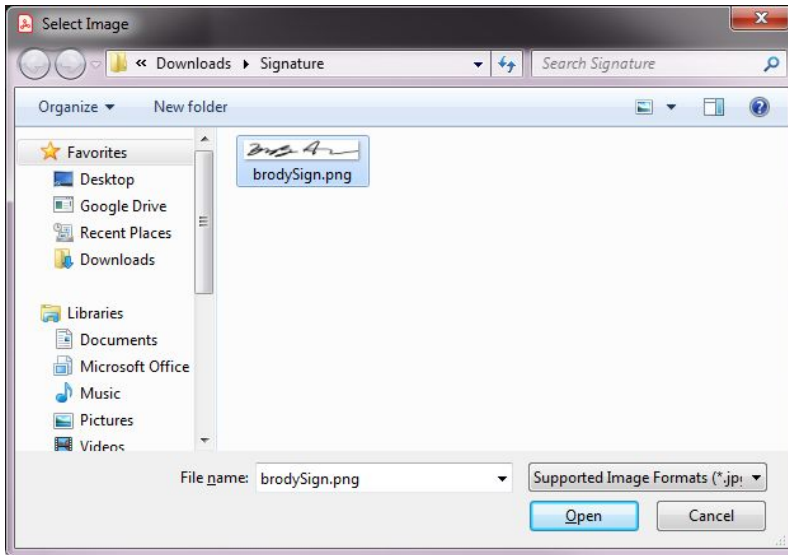
After the format of capturing the signature has been selected, click the Apply button to save the signature

This will close the window and transition back to the PDF document with the signature moveable and can be placed and resized to fit on the document. If an image is placed in error the user should be able to click on the signature/text and move it or delete.
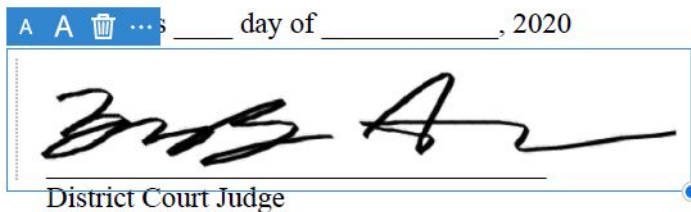
Add initials can be used if the document needs to be initialed or can be used for a date. Click the to add Initials.
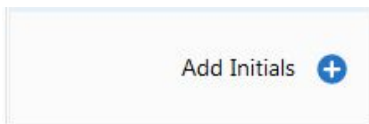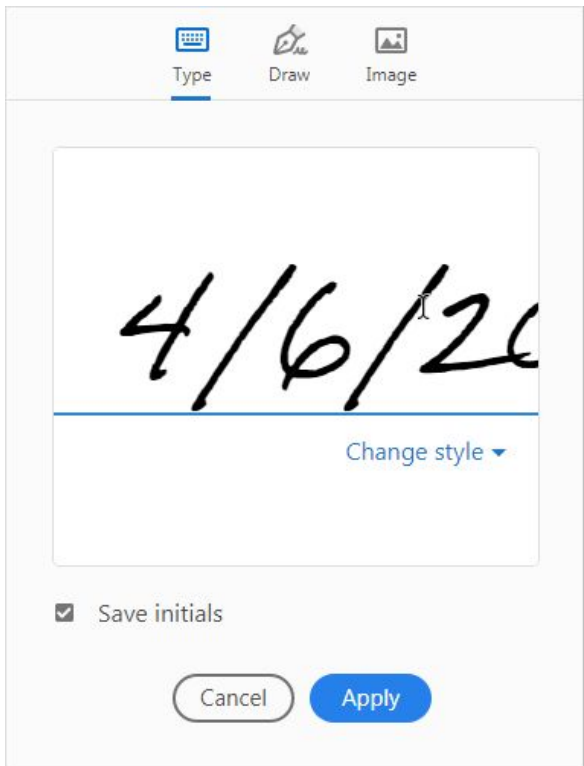
After the format of capturing the initials has been completed click the Apply button to save the initials **Apply**

This will close the window and transition back to the PDF document with the initials/date moveable and can be placed and resized to fit on the document. If an image is placed in error the user should be able to click on the text and move it or delete.

After the user has pre-set their signature and initials it will show with the two options predefined and the user can click and place anywhere in the document they need signature or initials/date.

|		
	Judge John Doe ⊖ 4/6/2020 ⊖	
✗	Add an X	
✓	Add a check mark	
○	Add a circle	
—	Add a line	
●	Add a Dot	

Uploading the signed PDF to Coris

Once the PDF is signed, it will need to be uploaded to Coris. The judicial assistant must print the signed PDF to the Microsoft Print to PDF using the steps below to ensure the signature remains when the PDF is uploaded to Coris.

1. Choose the 'Print' icon once the signature and date are applied to the PDF. The 'Print' icon is in the top left-hand side of the screen under the toolbar.

2. The print screen will open. Select 'Microsoft Print to PDF' from the 'Printer' dropdown.
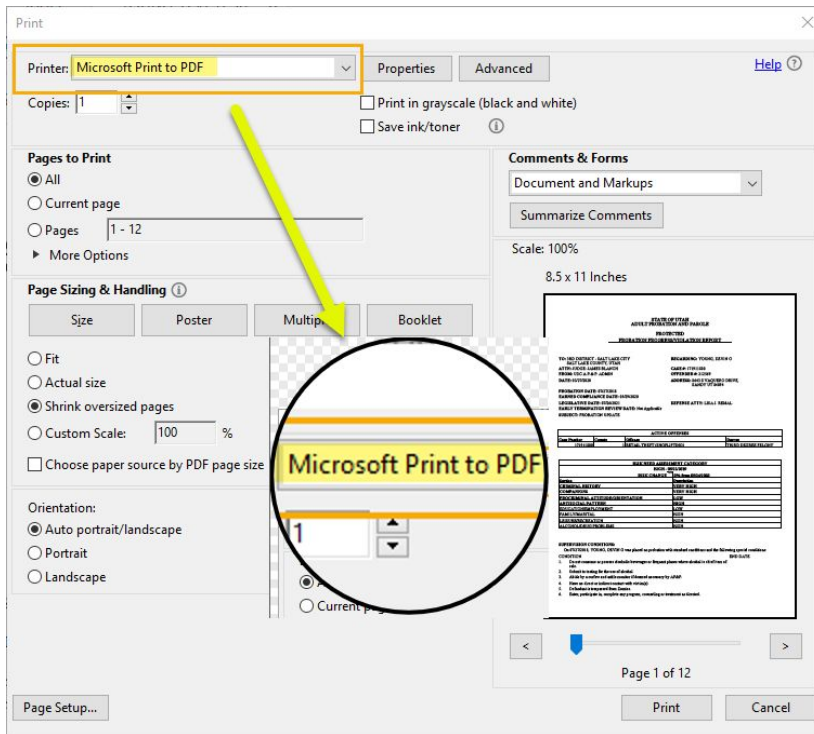
3. Select Print.
4. Save the signed PDF to the desktop or or to a file where it will be easily found/accessible.
5. Access the case the document should be entered into in Coris. Go to the Documents screen (F5)
   a. Select the appropriate document type
   b. Complete the title
   c. Add a judge/commissioner/clerk name and date signed
   d. Make sure the 'Add Document Image(s)' checkbox is selected
   e. Select Enter
   f. Select the signed PDF