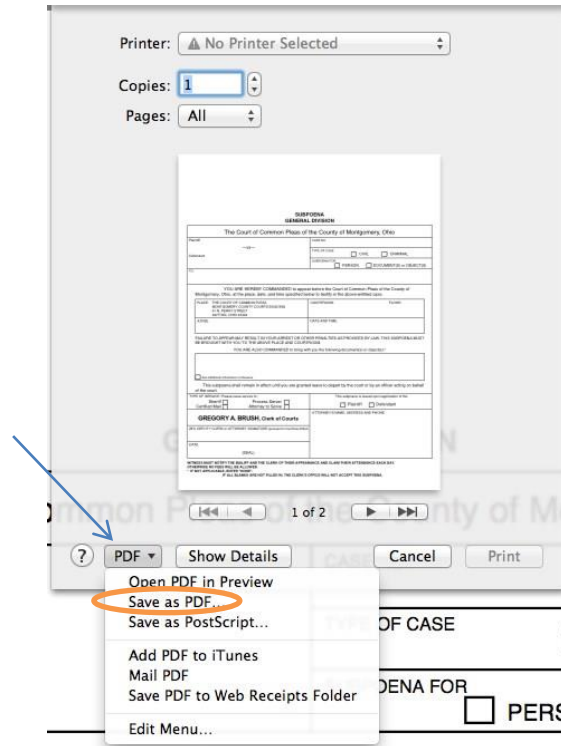


Saving Fillable Forms on a MAC

There is a special process for saving the data in a fillable form (e.g., a subpoena) on a Mac. If you do not follow these steps, your form will most likely arrive at the Clerk's office with no data visible. ****This could cause your filing to be rejected!****

- Go to <http://www.mcclerkofcourts.org/forms/> to find a form.
- Click on "Download" to open the form.
- You can either save the blank form to your computer (to reuse) or fill it in before saving.
- Once you have completed the form, follow these instructions to save the form as a PDF and retain the data therein:
 - Click "File."
 - Click "Print." (Don't worry; you don't need to have your printer ready at this point. You are actually "printing" the Word document to a PDF document, not a printer.)



- Find "PDF" on your screen. It's usually down in the bottom left, but the location can vary depending on how you go into the Print screen.
- Click on "PDF" and then "Save as PDF..."
- Choose the location to which you want to save the document, and click Save.
- This should create a complete file to submit to the Clerk's office.

If you have any questions, please contact the Clerk of Courts IT Staff:

Deb Harvey, Software Technician 937.224.3880
Dana Brown, IT Administrator 937.496.7763