Helpful Tips for Completing Forms Electronically

Helpful Tip #1

If you have any difficulty moving through the document by clicking on the "Tab" button, please place your cursor on the box you want to check or field in which you want to type text.

Helpful Tip #2

All dates should include a two-number month and two-number day, using a 0 first if the number is the 1st through the 9th, a four-number year, and dividing slashes in between: 01/01/2019.

Helpful Tip #3

For narrative answers, the text will stop automatically at the end of the line. To continue typing, you will go to the next line by clicking on the "tab" button.

Helpful Tip #4

If you need more space to type a narrative answer, please use the "Attachment" form. You may print the "Attachment" form and complete it by hand or download the fillable "Attachment" form, type the text, print, sign it, and add it to the documents you are filing with the Court. Please be sure to include on the "Attachment" the number of the paragraph you are addressing.

Helpful Tip #5

You may print a form and complete it by hand or download a form, complete it electronically by typing your answers and print it to sign and take to the Court Clerk for filing. You may save the form to your device.

Helpful Tip #6

When typing a phone number in anything except for the box containing party and/or attorney information, please type the numbers only; do not type parentheses, dashes or slashes. For example, the phone number (269) 222-3333 should be typed as 2692223333. The numbers will automatically appear in the phone number format when you click the "tab" button.