

HOW TO SIGN & SUBMIT DOCUMENTS TO THE COURT

For documents requested by the Courtroom only.
Do NOT sign & submit documents to the Courtroom
if you have not been directed to send them.

- ❖ Electronically Sign & Email
- ❖ Print, Sign, Scan & Email
- ❖ Print, Sign & Mail (U.S. Postal Service)



ELECTRONICALLY SIGN & EMAIL



- ✓ Download the free Adobe Fill & Sign Mobile App
- ✓ Click here to download: [Adobe Fill & Sign App](#)
- ✓ View a short tutorial about Adobe Fill & Sign for help, click here: [Tutorial Video](#)



ELECTRONICALLY SIGN & EMAIL (step-by-step)

STEP #1

After you download the Fill & Sign App:

- Open the email containing the document to be signed
- Open the document on your smart device
- Select on the Share option (typically, an icon that looks like a square/box shape with an arrow pointing up)
- If asked, choose the option to "Share File via . . ." then choose "Open In"
- Find the Adobe Fill & Sign App logo (if it does not show in the first set of options, choose a "more" option which should offer the Fill & Sign App)
- Select the Adobe Fill & Sign App (the document will open in the App)



ELECTRONICALLY SIGN & EMAIL (step-by-step)

STEP #2

After you open the document in the Fill & Sign App:

- Select on the pen icon
- Select Create Signature
- Draw your signature on the screen and select Done
- Position your signature on your signature line by touching it and dragging it. You may change the size of the signature by touching the arrows on the box and making the signature bigger or smaller.
- Select Done.



ELECTRONICALLY SIGN & EMAIL (step-by-step)

STEP #3

After you sign the document in Fill & Sign, email document to court room:

- Choose the document under Recent Forms by touching the title.
- To email it to the court room staff, touch the Share option (typically, an icon that looks like a square/box shape with an arrow pointing up)
- Select your email icon option
- Type the court room email address in the "To:" field box. (email address is found below)
- In the message area, type a message with your first and last name, case name and case number.
- Select Send.
- Please note, you will need to send each document signed using this process with a separate email.



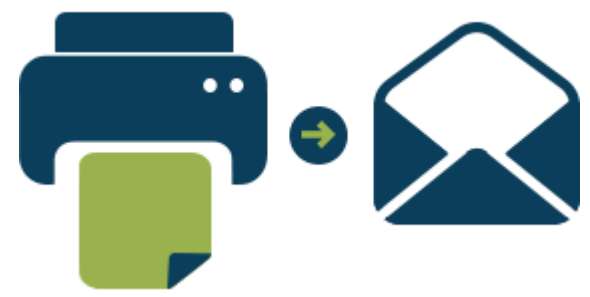
PRINT, SIGN, SCAN & EMAIL



- Print & sign the signature pages
- Scan the signature pages
- Email the signature pages to court room staff for your assigned Judge/Magistrate (email address information below)
- In the email message, include your:
first and last name, case name and case number



PRINT, SIGN & MAIL



- Print & sign the signature pages
- Mail the signature pages to court room staff for your assigned Judge/Magistrate (address information below)
- With your documents, include your: first and last name, case name and case number



COURT ROOM CONTACT INFORMATION

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Phone: 216-443-8806

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Judge Palos and Magistrate Rady

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Judge Goldberg and Magistrate Canonico

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Judge Grdina Gold and Magistrate Weatherhead

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Judge Jones and Magistrate Echols

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