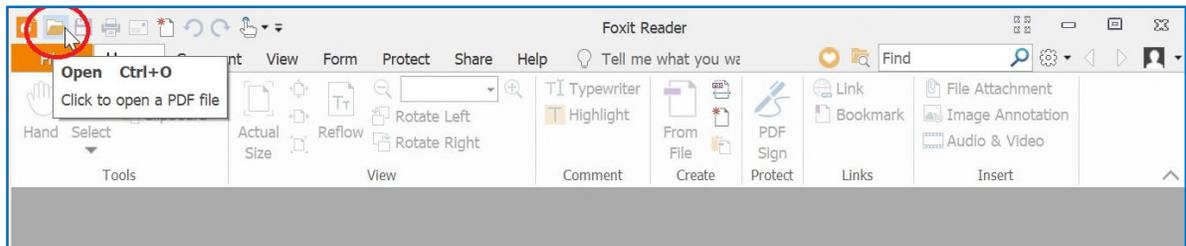


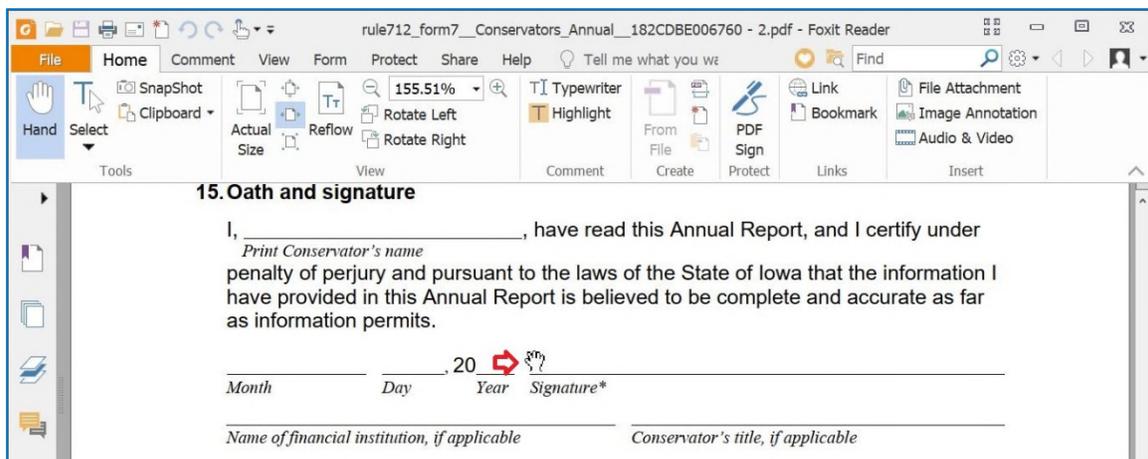
Electronically Sign a Court Form Using Foxit Reader

Note: You can either type or draw an electronic signature on court forms.

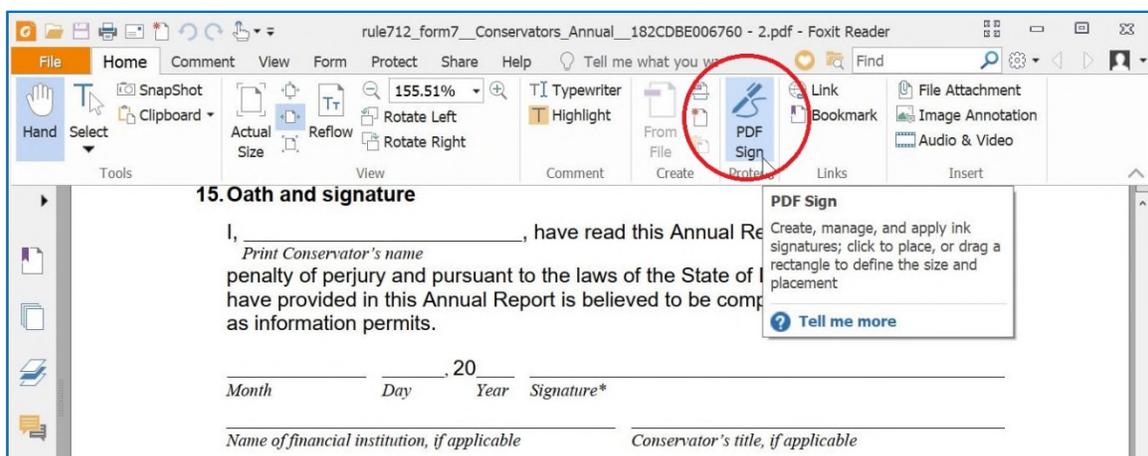
1. Open the PDF file in Foxit Reader.



2. Fill out the form fields (if fields are available).
3. Scroll down to where you want to add the signature.



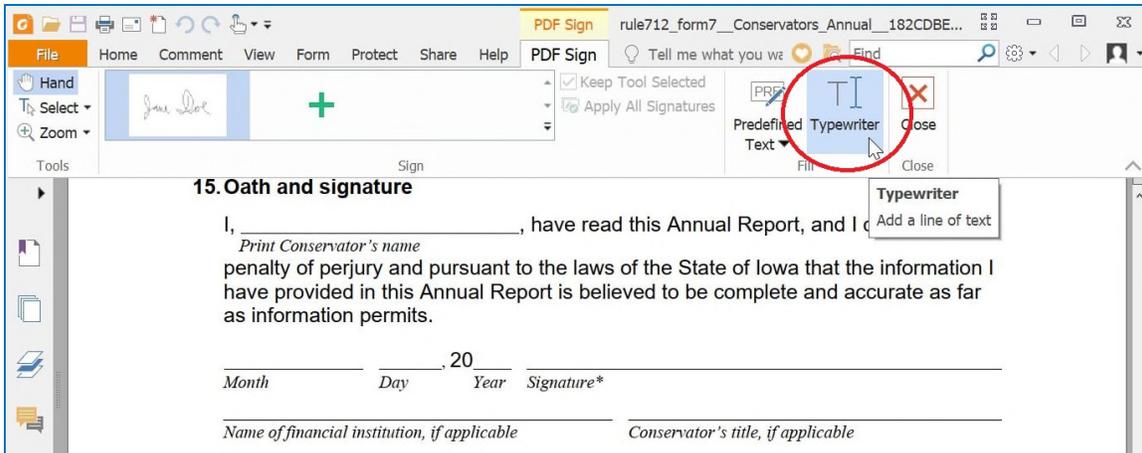
4. Choose **PDF Sign** from the top toolbar.



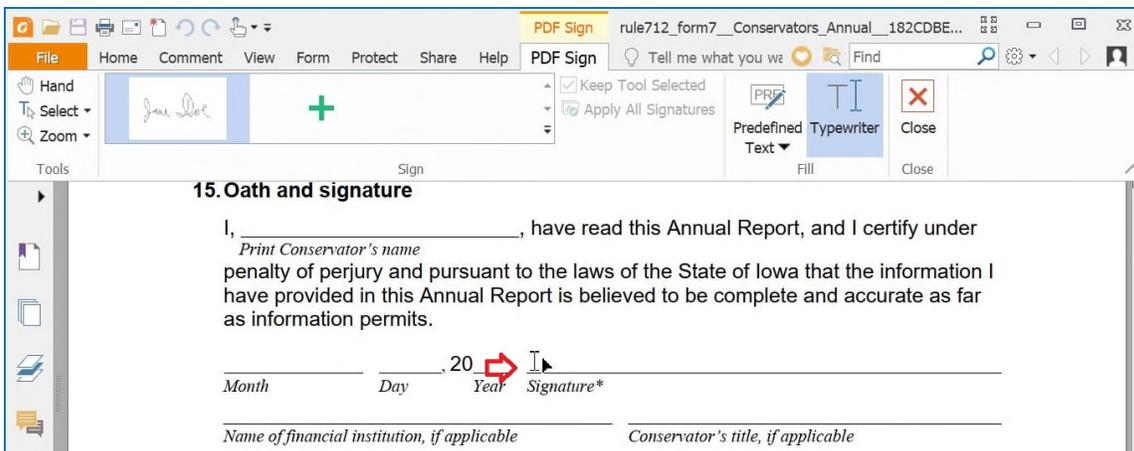
- 5. For a typed signature, continue to step 6, for a drawn signature, [skip to step 11](#).

Typed electronic signature

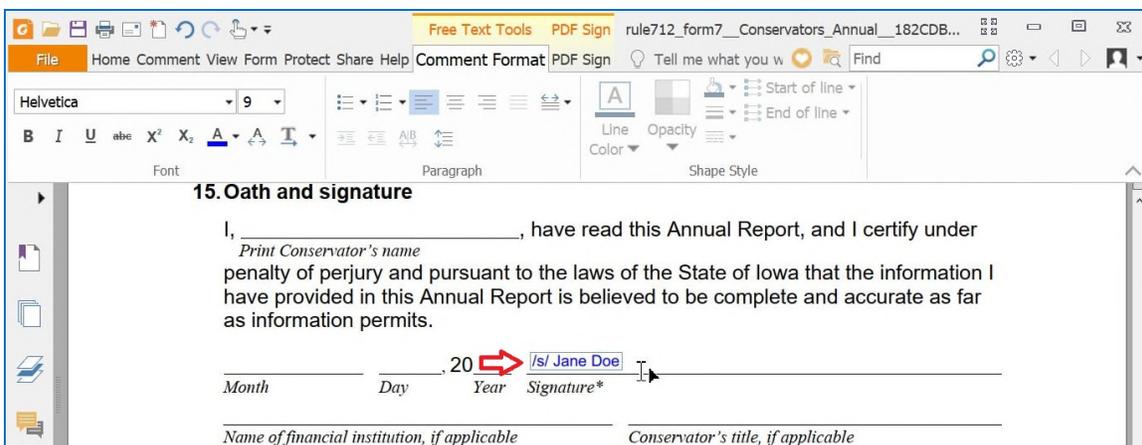
- 6. Choose **Typewriter** from the top toolbar.



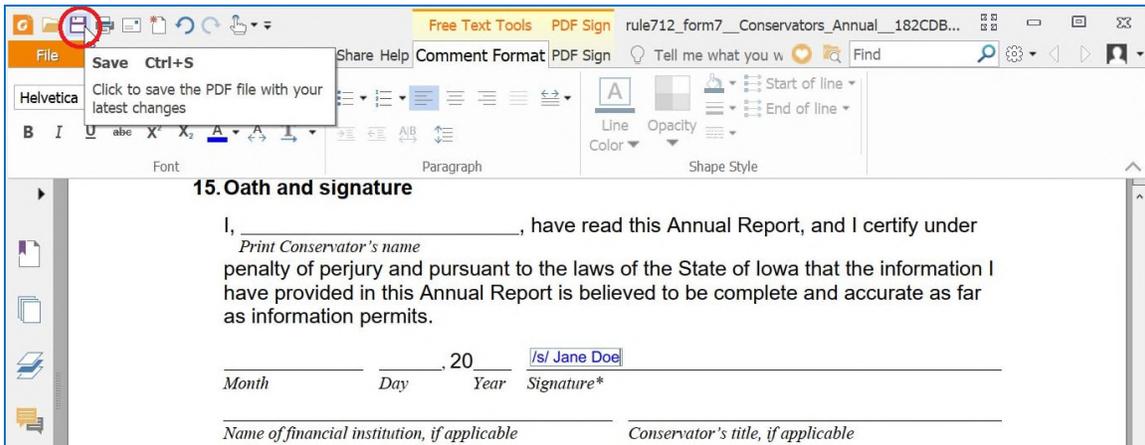
- 7. Position your cursor where you want the signature and click once.



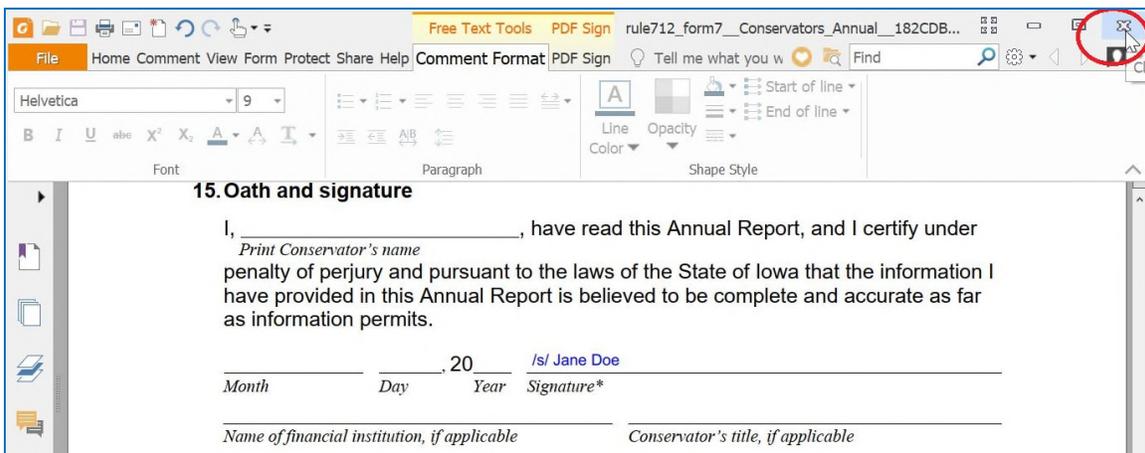
- 8. Type **"/s/"** and your name or type **"/your name/"**.



9. Click **Save**.



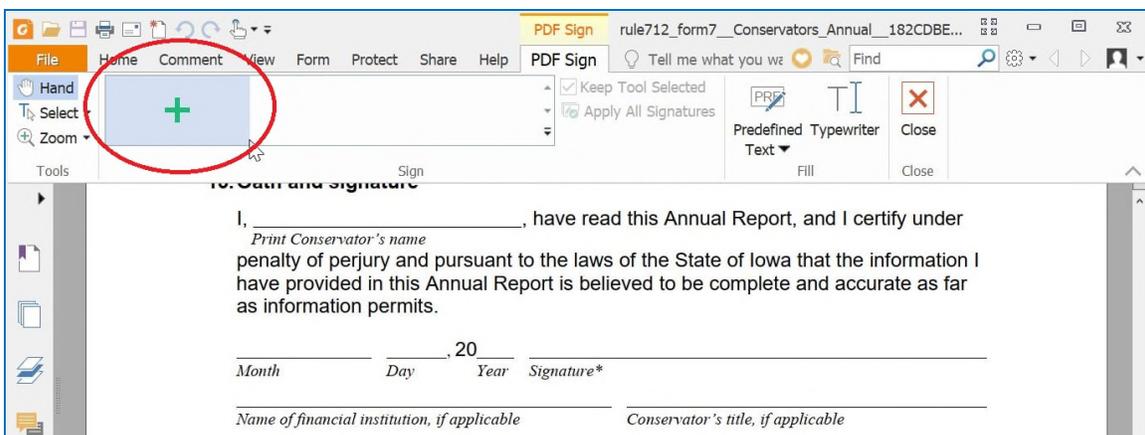
10. Click **Close**.



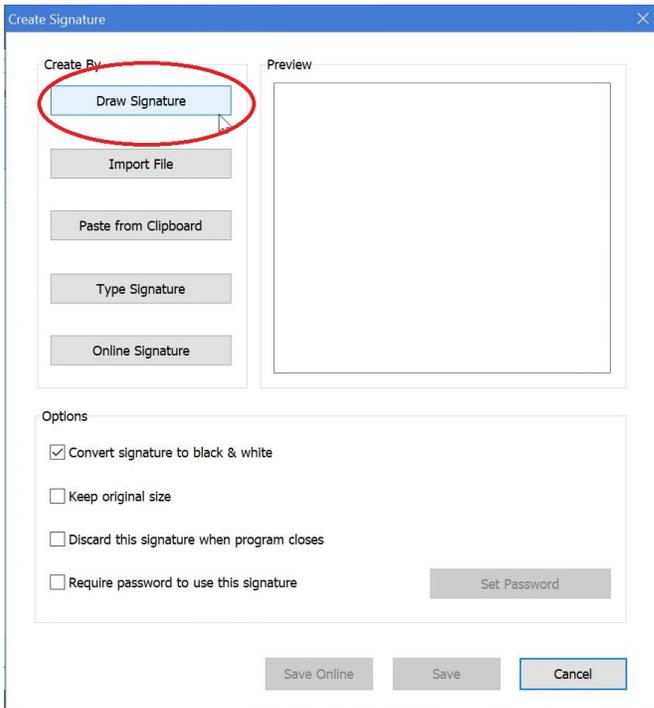
Done.

Drawn digitized signature

11. Choose the green plus from the top toolbar.



12. Click **Draw Signature**.



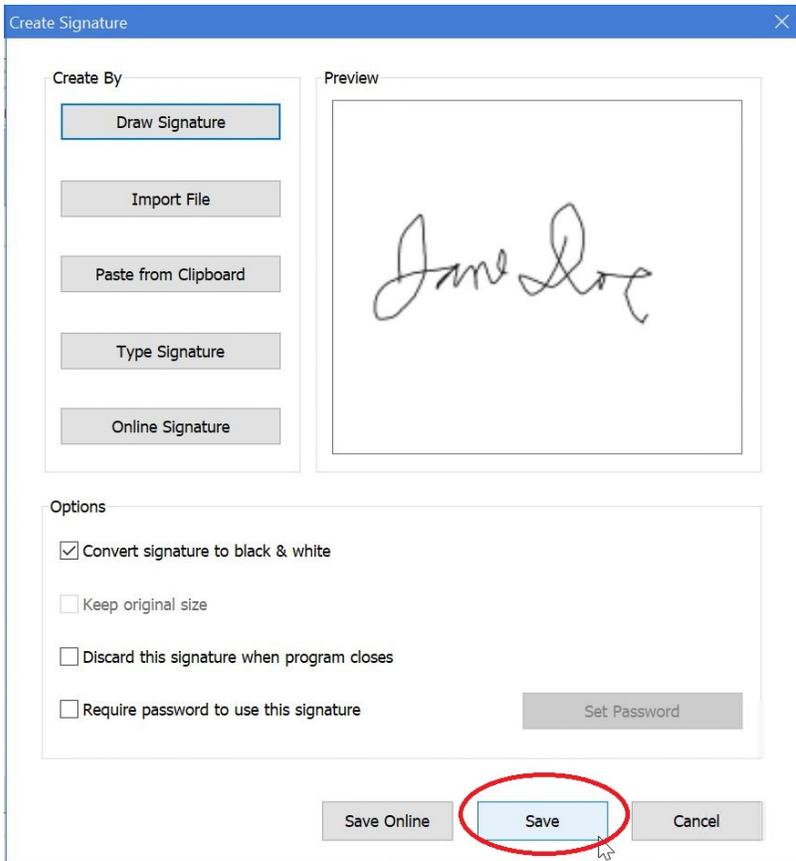
13. Click and hold to draw your signature. (Release the mouse button, move your cursor, and click and hold again to start a new word).



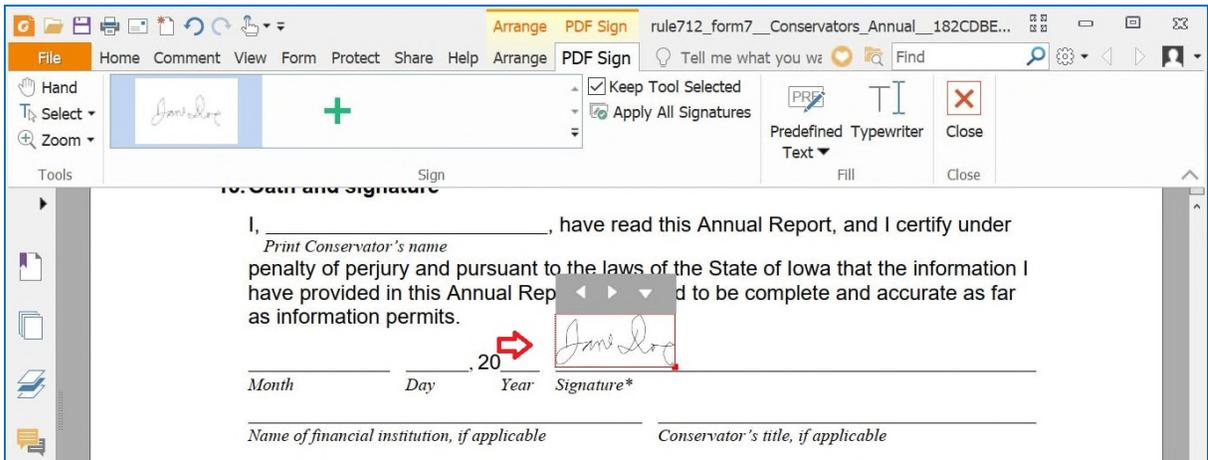
14. Click **OK**.



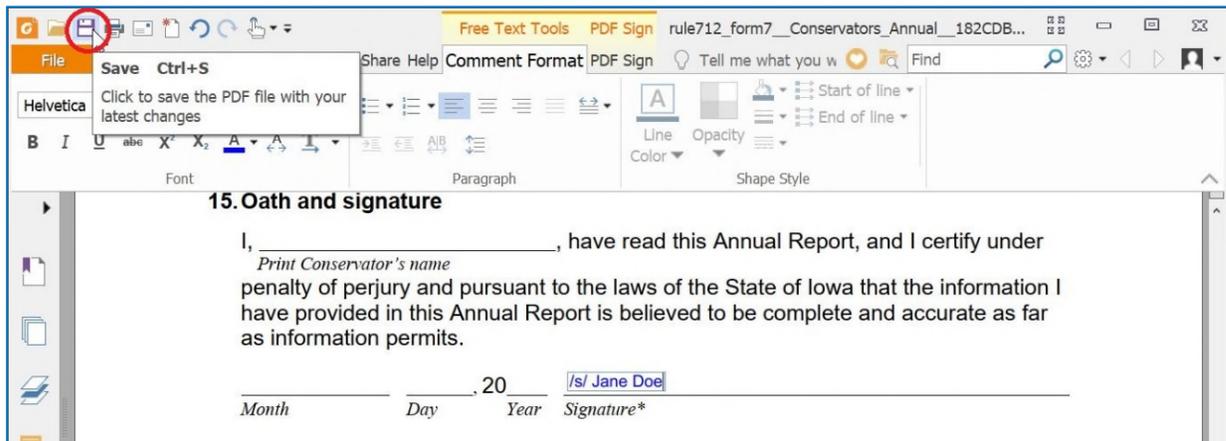
15. Click **Save**. (Tip: You can reuse your saved signature on future documents.)



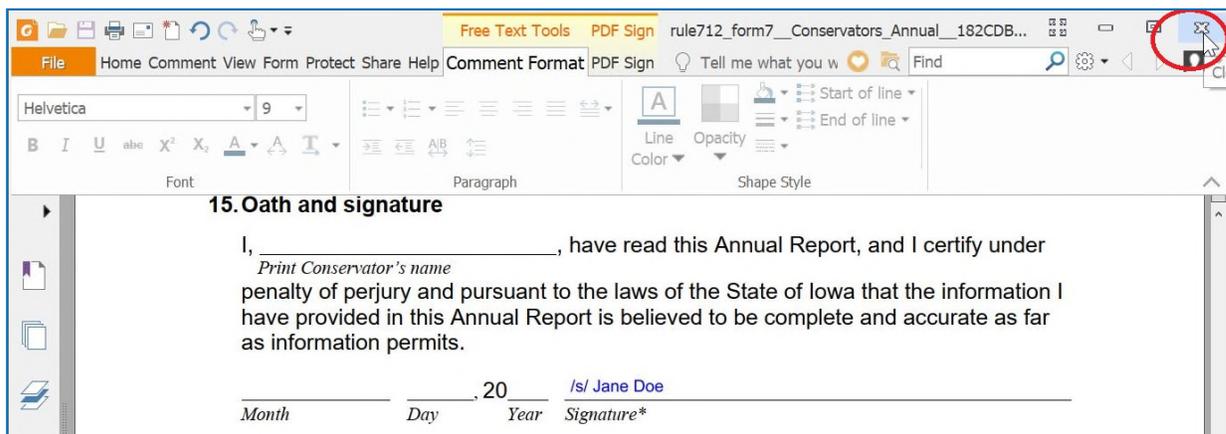
16. Position your cursor on the signature line and click once to add the signature to the document.



17. Click **Save**.



18. Click **Close**.



Done.