

## **Saving Fillable Forms on a MAC**

There is a 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.

**NOTE:** MACs have a program that allows the opening of PDF documents without the use of Adobe Reader being installed. If you are using this software it can make the form illegible to others.

*\*\*This could cause your filing to be rejected!*

- Go to [https://www.mcoho.org/government/courts/common\\_pleas\\_court\\_-\\_probate\\_division/forms.php](https://www.mcoho.org/government/courts/common_pleas_court_-_probate_division/forms.php) where you will find forms.
- Click on the form you need 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 and retain the data therein:
  - Click "File."
  - Click "Save As." Choose the location to which you want to save the document, and then Save. Remember the location so that you can retrieve it when in the e-filing system.
- This should create a complete file to submit to the Clerk's office.

**If you have any questions, please contact the Probate Court's IT Staff:**  
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