

Saving and Emailing PDF Fillable Forms

Saving Fillable PDF Files

In order to save PDF fillable forms, you **MUST** download the free program [Foxit Reader Version 5.14](#).

Foxit Reader is a program that allows you to save your fillable PDF forms that you've filled out. Please note that Foxit Reader is not an internet browser. It's a free downloadable program that allows you to save and access your fillable forms. All PDF forms must be opened using Foxit Reader if you want to save the filled-in content.

Steps on saving the fillable form:

- First you must download and save the form into your "Documents" folder of your computer.
- Open Foxit Reader.
- Click on "File."
- Click on "Open."
- Search for the document you saved previously.
- Fill out the form.
- Click on "Save As."
- Type in the name you want the document to save.

Emailing Forms to Court Reporter Services

All forms should be emailed to: courtreporterservices@lasuperiorcourt.org.

Court Reporter Services has provided a quick reference table indicating which PDF fillable forms can be emailed to Court Reporter Services. There is also a notes section indicating a brief description of each form. [Click here to download the Quick Reference Table](#).

To email a completed form, you must be specific when addressing the subject of each email as follows:

- **Verifications:** The subject line must contain the word "verification," without quotes.
- **Status Updates:** The subject line must contain the word "Criminal" or "Civil" or "Juvenile" or "Misdemeanor" or "Death Penalty," Any word displayed in an email subject line does not contain quotes.
- **Timesheets:** [Click here for instructions on Emailing timesheets](#).

DO NOT COMBINE AND SEND DIFFERENT CASE TYPES IN ONE EMAIL, i.e. a criminal status update and a civil status update.

You may send multiple attachments for the same subject type. Sending a combination of different-subject matter attachments may result in misplaced or lost documents.

Filters are set up to route emails to specific individuals in the Court Reporter Services office that handle each type of litigation.