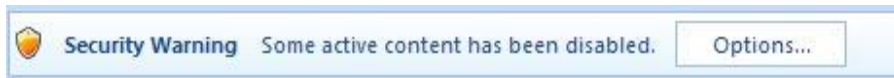## FORM INSTRUCTIONS

This form has automatic features to minimize content that is not applicable to the case. Please follow these instructions in order to complete the form:

### INITIAL STEPS

1.  When you opened this file, a **Security Warning** may have appeared.  If that happened, click on **Options…** near the top of this page and select **Enable this content**.



### FIELDS

The following fields are the only editable regions in the form:

1.  ☐ is a regular **Checkbox**.
    Click on it to mark or clear a . (Try it out.)

2.           is a **Text Field**.

    Click on it to select the Text Field and try typing some text into it.
    These are **always** located at the **beginning** of a blank line.

### SAVING THIS FORM

To save this form and retain its automatic features, you can **Save a Copy** by using the **Save As PDF** option under **File** in the top toolbar.

### SHORTCUTS

These shortcuts are **strongly** recommended as they simplify the task of filling out the form:

- **Tab**          -          Move from field to field (**useful for quick navigation**)
- **Ctrl + Z**     -          Undo the previous action

**NOTE:** The fields' shading will not appear when the document is printed.