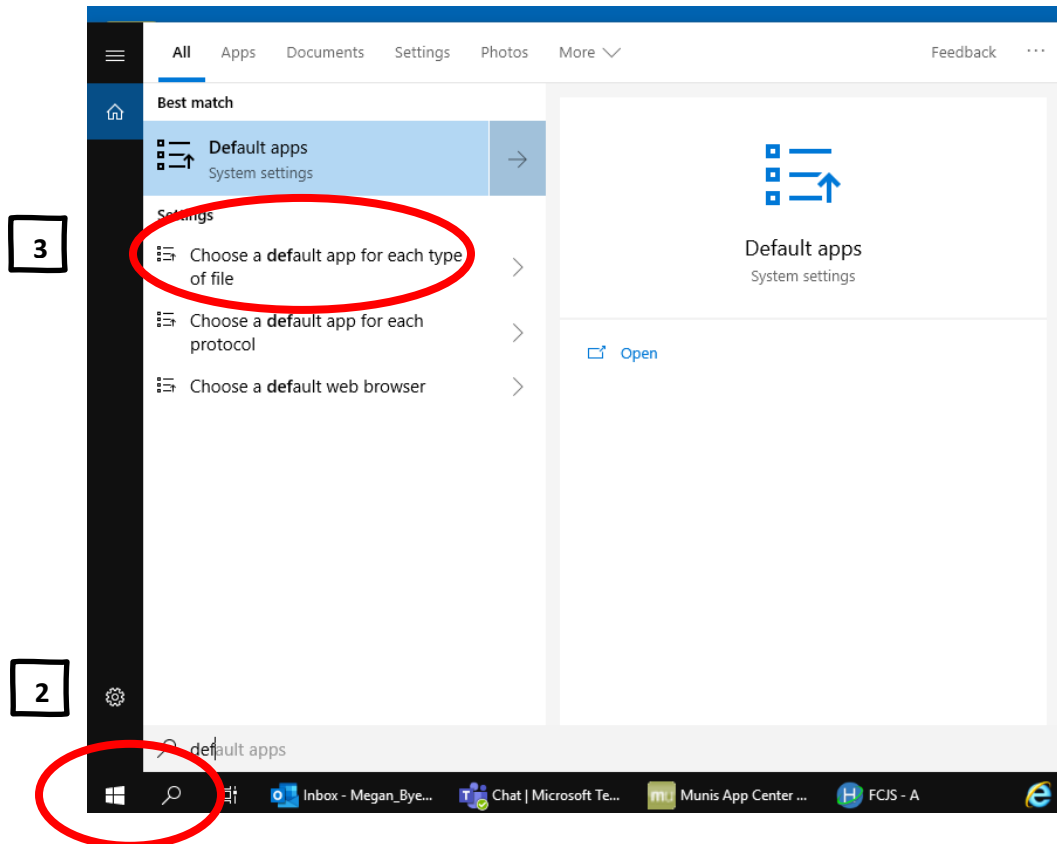


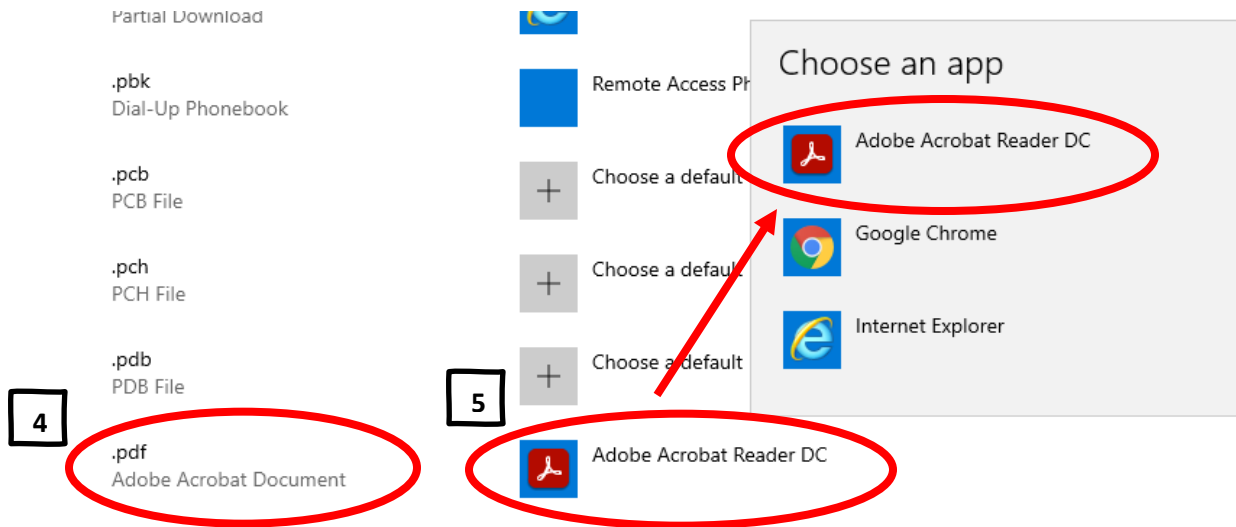
Computer Defaults (PC/Windows):

1. To override your computer's default PDF reader (e.g. Microsoft Edge), click on the **Windows icon** in the bottom left-hand corner and start typing "**default**" – or – click on the **magnifying glass icon** and do a search for "**default**".



2. Click on "**Choose a default app for each type of file**".

3. This will bring up a long list of file type names. Scroll down until you find “.pdf”.



4. In the column to the right, click on the application associated with the .pdf file type. (It will be different for each user.) From the menu of choices, select “**Adobe Acrobat Reader**”.

Please note, if Adobe is not listed as a choice, you will need to download the free version of the application from the Internet and repeat steps 1 – 4. (<https://www.adobe.com/acrobat/pdf-reader.html>)

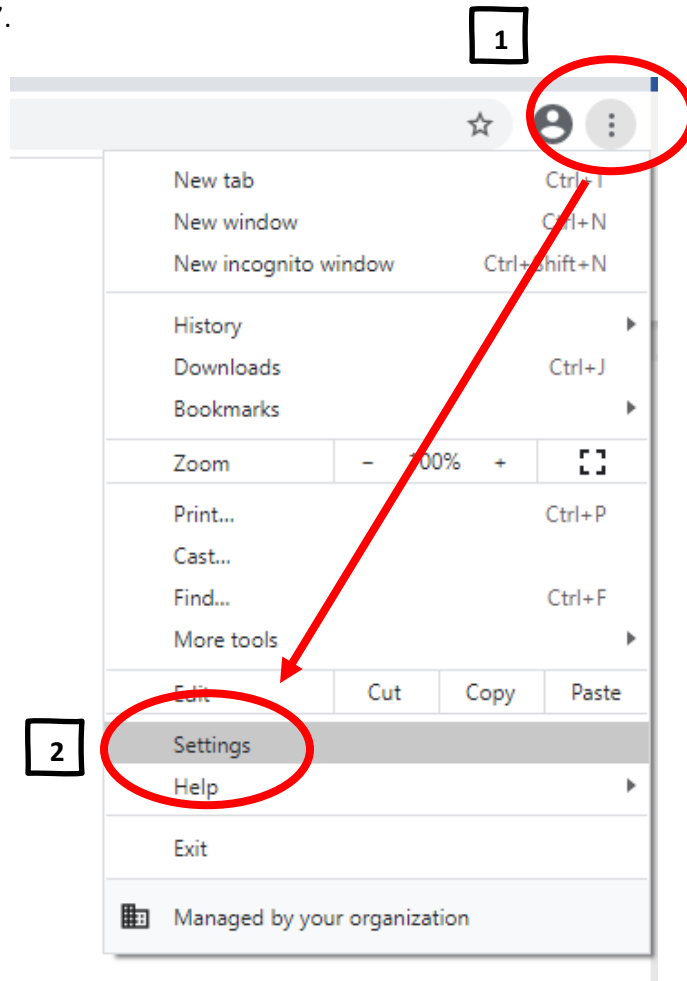
5. Save and/or download a blank version of the form to your desktop.

Please note, if you choose to access the form from the court’s website, please see additional instructions for how to download the form and override default PDF readers within a web browser (e.g. Google Chrome, Firefox, etc.).

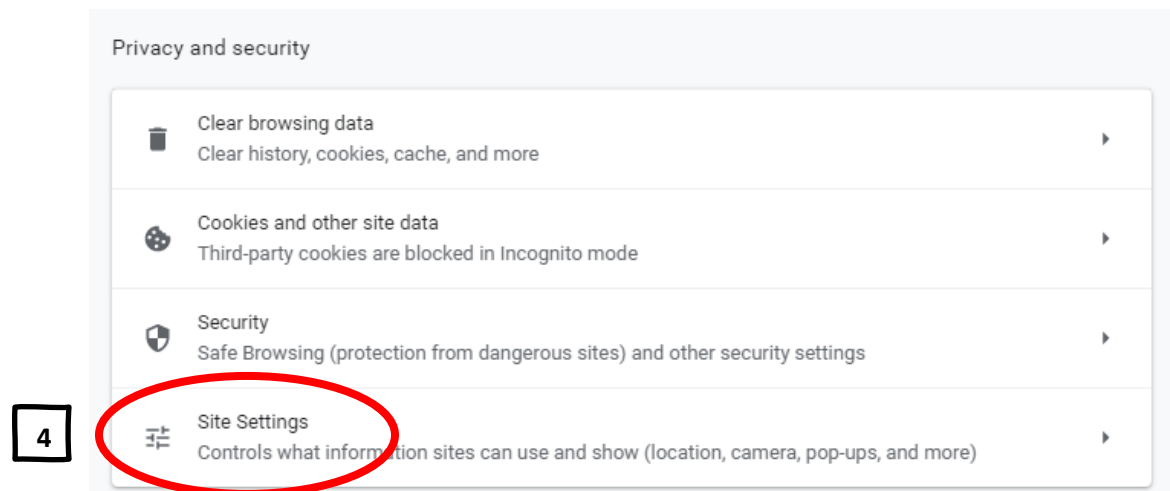
If you have had a fee application rejected for not being in an editable PDF format, you must complete these steps and start over with a blank form. Do you try to keep using the one you already submitted.

Web Browser Defaults - Google Chrome (PC/Windows):

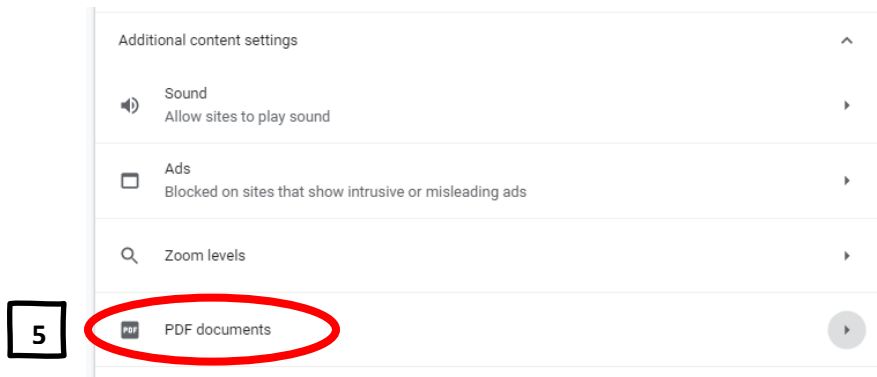
1. To automatically download forms and override Google Chrome's default PDF reader, open Google Chrome and click on the icon with the three vertical dots in the top right-hand corner of the screen.
2. Click "Settings".



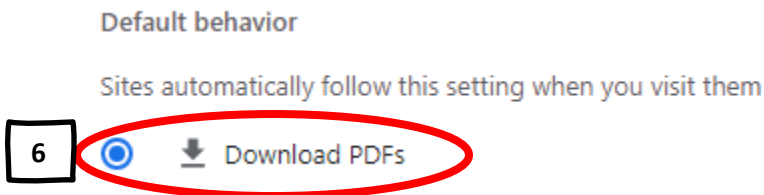
3. Click on "Privacy and security" (to the left).
4. Click on "Site Settings".



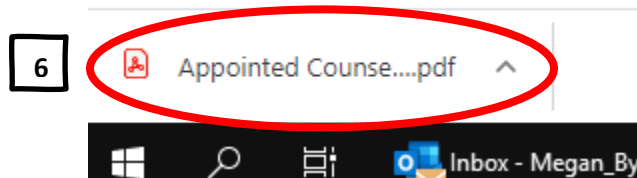
5. Scroll down to “**Additional content settings**”, click on the carrot to the right to expand the menu, and click “**PDF documents**”.



6. Under “Default behavior”, select “**Download PDFs**”.

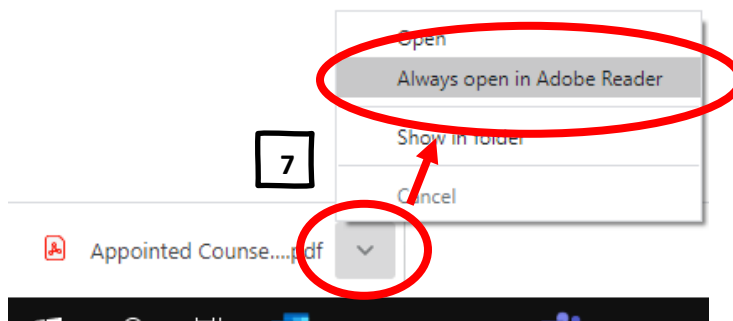


7. Go back to Google Chrome’s home screen and type in the court’s website (<https://drj.fccourts.org>). Click the “**Forms**” tab and open the Appointed Counsel Fee Application form. The form should automatically download and show up in the bottom left-hand corner, or top right-hand corner of your screen.



8. Click on the little arrow beside the document (or right click on the document) and select “**Always open in Adobe Reader**”.

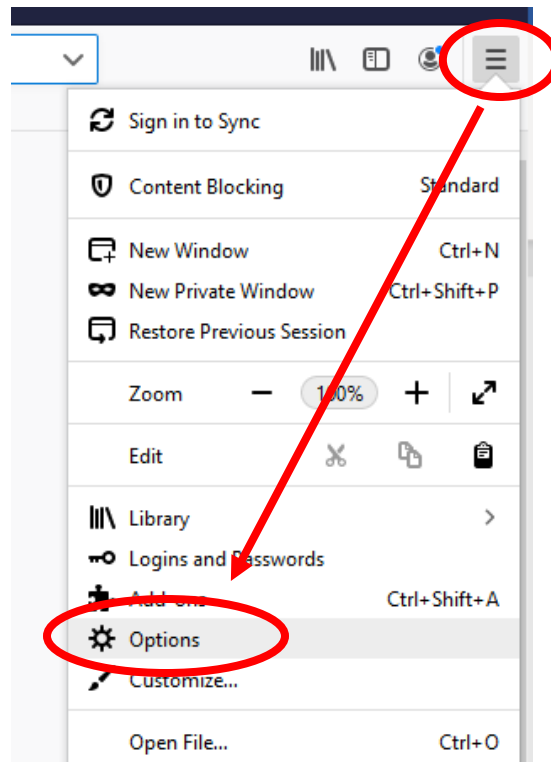
Please note, if Adobe is not listed as a choice, you will need to download the free version of the application from the Internet and repeat steps 1 – 7. (<https://www.adobe.com/acrobat/pdf-reader.html>)



9. Go back to the court's website and click on the form. The form should automatically download and open in Adobe. Save a blank version of it to your desktop.

Web Browser Defaults - Firefox (PC/Windows):

1. To automatically download forms and override Firefox's default PDF reader, open Firefox and click on the icon with three horizontal lines in the top right-hand corner of the screen.

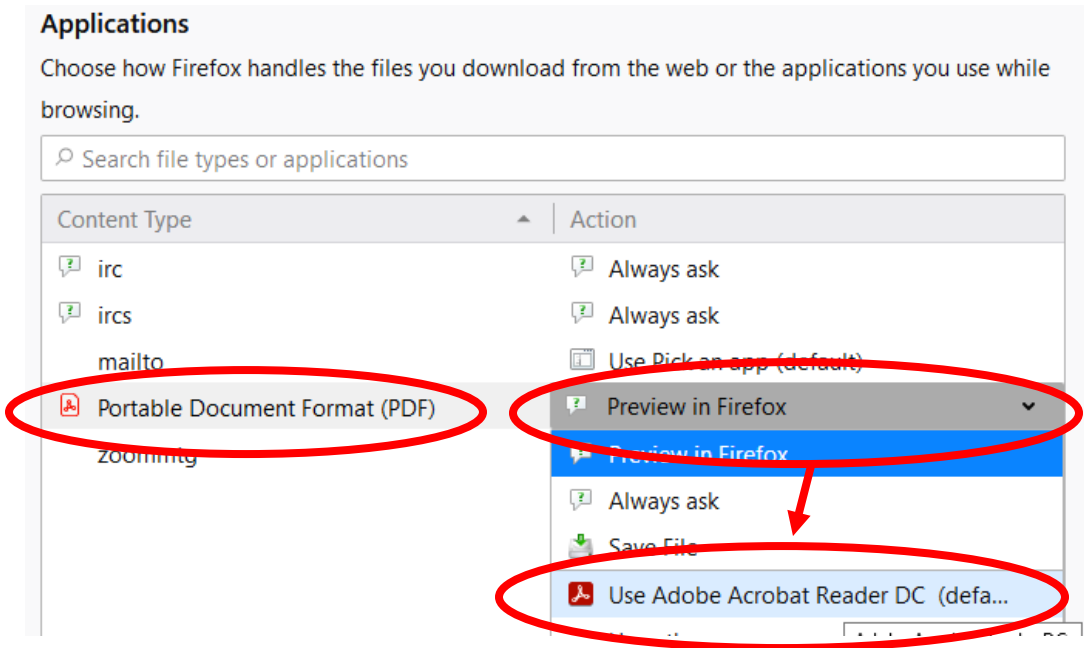


2. Click "Options".
3. Scroll down to "Files and Applications".
4. Under Downloads, select "Save files to" and "Downloads".



5. Under Applications, look for the Portable Document Format (PDF) file type. In the column to the right, click on the application associated with the PDF file type. (It will be different for each user.) From the menu of choices, select “Use Adobe Acrobat Reader DC”.

Please note, if Adobe is not listed as a choice, you will need to download the free version of the application from the Internet and repeat steps 1 – 5. (<https://www.adobe.com/acrobat/pdf-reader.html>)



6. Go back to Firefox’s home screen and type in the court’s website (<https://drj.fccourts.org>). Click the “Forms” tab and open the Appointed Counsel Fee Application form. The form should automatically download and open in Adobe. Save a blank version of it to your desktop.