Franklin County
COURT OF COMMON PLEAS
Division of Domestic Relations and Juvenile Branch
373 South High Street • Columbus, OH 43215

If you are experiencing an issue with one of our court forms, please try the following:

- Please use the forms on the Domestic/Juvenile Court's website *(http://drj.fccourts.org – Franklin County Division of Domestic Relations and Juvenile Branch – Click on "Forms").*

- Form documents are in Adobe Acrobat PDF format. You may experience issues if completing a form in different applications. Confirm "Adobe Acrobat Reader" or "Adobe Acrobat" is your systems default reader.

  Follow one of these two suggestions to change your systems default reader:
  - o Attempt to install/reinstall Adobe Reader (https://get.adobe.com/reader/). When installing the application, if prompted, set Adobe Reader as your default reader. (This install/reinstall should override any other application that has become your systems default reader (i.e. Preview, Nitro, etc.).
  - o Changing your systems default reader in Windows 7:
    1. Click on the start icon at the bottom left of your desktop and click on "Control Panel".
    2. Click on "Default Programs". (You may need to click on "Programs" and then "Default Programs".)
    3. Click on "Associate a file type or protocol with a program".
    4. Click to highlight ".pdf" from the menu and click "Change Program" at the top of the window.
    5. Select "Adobe Reader" from the "Open with" menu. The program selected will become your systems default reader.

- Some internet browsers use software to read documents without leaving the application. If you are completing a form inside the browser application you may experience issues. Some of these issues include:
  - o Form fields appear to be missing
  - o Form fields can't be edited after saving the document
  - o Form fields appear to be hiding text (e.g. click on the form field and suddenly text appears or text is completely gone).

  To reduce chances of experiencing issues, try these tips:
  - o Use Internet Explorer (version 9 or newer) or Firefox
  - o If using Google Chrome or Safari:
    1. Click on the blue link of the form you desire to complete.
    2. The form should appear in the browser window under a new tab.
    3. Look for a toolbar to appear as you move the mouse to the bottom or bottom right of the page. The toolbar should look similar to this:

    4. Click on the save icon 🖫 to rename and save the form on your desktop or in a folder on your hard drive. (Do not complete the form)
    5. Exit the browser tab and open the saved pdf form on your hard drive.
    6. Complete form.

- If needing to sign a form, do not try to create a "digital signature". Typing /s/ and then your name is the acceptable way to sign a document electronically.