

**Civil Cover Sheet Fill-In Form**

The Civil Cover Sheet Fill-In Form is a six-page document consisting of the following pages:

Page 1: The Civil Cover Sheet Case Filing Form.

Page 2: Additional Plaintiffs (Plaintiff #2 - Plaintiff #4). The Civil Case Filing Form provides space only for one Plaintiff Name (the First Name in the Short Style).

Page 3: Additional Plaintiffs form (unnumbered). Provides space for additional Plaintiffs.

Page 4: Additional Defendants (Defendant #2 - Defendant #4). The Civil Case Filing Form provides space only for one Defendant Name (the First Name in the Short Style).

Page 5: Additional Defendants form (unnumbered). Provides space for additional Defendants.

Page 6: Child Support Information Sheet.

These pages are filled out in Acrobat Reader and printed. Acrobat Reader will not save the filled-in forms. Saving to disk is available only in Adobe Acrobat.

To fill out the Acrobat Fill-In form:

1. Open the Civil Cover Sheet File-In Form **CivilCoverSheet.pdf**.
2. Select the hand tool button  (if necessary).
3. The hand tool changes into an I-Beam pointer  as it passes over a form field. Click to position the I-Beam pointer in a field to type text. The pointer changes into a Pointing Hand  over a Check Box, and changes into an Arrow pointer  if the field is a Combo Box (a dropdown list of options from which to choose).
4. After entering text or selecting an item, check box, or radio button, do one of the following:
 - a. Press Tab to accept the form field change and go to the next form field.
 - b. Press Shift+Tab to accept the form field change and go to the previous form field.
 - c. Position the pointer over a different field and click to accept the previous form field change and select the new field.
 - d. Press Enter to accept the form field change and deselect the current form field.
 - e. Press Escape to reject the form field change and deselect the current form field.
5. Select the next required page using the Bookmarks Navigation Pane or the Page Navigation buttons.
6. Print the completed form.
7. Click **Reset Civil Case Form** to clear all fields and create a new form.



Civil Cover Sheet Case Filing Form

The screenshot shows the Adobe Acrobat Reader interface with the 'Civil Case Filing Form' document open. The document is a 'COVER SHEET Civil Case Filing Form' to be completed by an attorney or party before filing a pleading. It contains various fields for court identification, case details, and party information. The left sidebar shows a 'Bookmarks' tab with a list of links: 'Civil Case Filing Form', 'Add'l Plaintiffs (2-4)', 'Add'l Plaintiffs', 'Add'l Defendants (2-4)', 'Add'l Defendants', 'Child Support Info', and 'RESET CIVIL FORM'. The document is displayed at 100% zoom and is page 1 of 6.

Civil Case Filing Form Fill-In Document - Bookmarks Tab in Navigation Pane and Page 1

The Civil Case Form opens to page 1, with the Navigation Pane and document Annotations displayed.

Bookmarks. The Bookmarks are links to the 6 pages of the form and are described below:

Civil Case Filing Form: Displays Page 1, the Civil Cover Sheet.

Add'l Plaintiffs (2-4): Displays Page 2, "Plaintiffs in addition to Plaintiff Shown on Civil Case Filing Form Cover Sheet". This page is used to enter information regarding Plaintiff #2 - Plaintiff #4.

Add'l Plaintiffs: Displays Page 3. This page is identical to Page 2 except that the Plaintiffs (and the page) are not numbered. This

page contains a "Reset Page" button which will erase all plaintiff information to allow additional entries.

Add'l Defendants (2-4): Displays Page 4, "Defendants in addition to Defendant Shown on Civil Case Filing Form Cover Sheet" This page is used to enter information regarding Defendant #2 - Defendant #4.

Add'l Defendants: Displays Page 5. This page is identical to Page 4 except that the Defendants (and the page) are not numbered. This page contains a "Reset Page" button which will erase all defendant information to allow additional entries.

Child Support Info: Displays Page 6, Child Support Information Sheet. This page provides space for information regarding Father, Mother, and up to four children. This page contains a "Reset Page" button which will erase all Child information to allow additional entries.

RESET CIVIL FORM: Clicking this bookmark will erase **ALL** information in **ALL** fields. **CAUTION:** There is no Undo for this step.



Page 1of Civil Cover Sheet Fill-In Form

Page 1: Civil Case Filing Form

In order to maximize the input screen viewing area, close the Bookmarks tab by clicking the Navigation Pane  button.

Make sure the Acrobat Reader program window is maximized

The Civil Cover Sheet Form default zoom is "Fit Visible". Use the variable zoom in the Status Bar or the Zoom Tool on the Toolbar to further increase the magnification if necessary.

Click into the "Type of County" combo box. Select "Chancery", "Circuit" or "County" then tab to select the County. Tab to move from one field to the next, or Shift+Tab to return to the previous field.

Alternatively, simply click into a required field to type the necessary information, bypassing the fields which do not require any input.

The page may be printed when input is complete, or it may be printed later.

Re-display the Bookmarks pane and click the Bookmark corresponding to any additional required pages.



IN THE CIRCUIT COURT OF HINDS COUNTY, MISSISSIPPI

JUDICIAL DISTRICT, CITY OF _____

Docket No. FIRST SECOND Docket No. If Filed Prior to 1/1/94 _____

PLAINTIFFS IN REFERENCED CAUSE - Page 1 of ___ Plaintiffs Pages
IN ADDITION TO PLAINTIFF SHOWN ON CIVIL CASE FILING FORM COVER SHEET

Plaintiff #2:
Individual: _____ Last Name _____ First Name _____ (Maiden Name, if Applicable) _____ Middle Init. _____ JTS/SM/IV
 ___ Check (✓) if Individual Plaintiff is acting in capacity as Executor(trix) or Administrator(trix) of an Estate, and enter style:
 Estate of _____
 ___ Check (✓) if Individual Plaintiff is acting in capacity as Business Owner/Operator (D/B/A) or State Agency, and enter name below:
 D/B/A _____
Business _____
 Enter legal name of business, corporation, partnership, agency - If Corporation, indicate state where incorporated
 ___ Check (✓) if Business Plaintiff is filing suit in the name of an entity other than the above, and enter below :
 D/B/A _____
 ATTORNEY FOR THIS PLAINTIFF: _____ Bar # or Name: _____ Pro Hac Vice (✓) ___ Not an Attorney(✓) ___

Plaintiff #3:

Page 2 - Additional Plaintiffs

Page 2: Additional Plaintiffs

Use this page to provide information for additional Plaintiffs. This page provides space for Plaintiffs # 2 through # 4.

The Court and County information selected on Page 1 is displayed on page 2. Select a Judicial District and type the City.

Civil Cover Sheet
Type Plaintiff information on this page and then PRINT.
WARNING--Print this page before clicking the Reset Form button. All Plaintiff information on this page will be erased to allow additional entries!

NDSDS COUNTY, MISSISSIPPI

STRICT, CITY OF JACKSON

Docket No. _____ Docket No. If Filed Prior to 1/1/94 _____

PLAINTIFFS IN REFERENCED CAUSE - Page 2 of 2 Plaintiffs Pages **Reset Form**
IN ADDITION TO PLAINTIFF SHOWN ON CIVIL CASE FILING FORM COVER SHEET

Plaintiff # 5 :
Individual: _____ Last Name _____ First Name _____ (Maiden Name, if Applicable) _____ Middle Init. _____ JTS/SM/IV
 ___ Check (✓) if **Plaintiff Last Name** acting in capacity as Executor(trix) or Administrator(trix) of an Estate, and enter style:
 Estate of _____
 ___ Check (✓) if Individual Plaintiff is acting in capacity as Business Owner/Operator (D/B/A) or State Agency, and enter name below:
 D/B/A _____
Business _____
 Enter legal name of business, corporation, partnership, agency - If Corporation, indicate state where incorporated
 ___ Check (✓) if Business Plaintiff is filing suit in the name of an entity other than the above, and enter below :
 D/B/A _____
 ATTORNEY FOR THIS PLAINTIFF: _____ Bar # or Name: _____ Pro Hac Vice (✓) ___ Not an Attorney(✓) ___

Plaintiff # 6 :
Individual: _____ Last Name _____ First Name _____ (Maiden Name, if Applicable) _____ Middle Init. _____ JTS/SM/IV
 ___ Check (✓) if Individual Plaintiff is acting in capacity as Executor(trix) or Administrator(trix) of an Estate, and enter style:
 Estate of _____

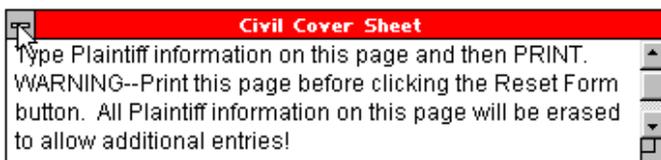
Page 3 - More than 4 Plaintiffs

Page 3: Additional Plaintiffs

Page 3 is identical to Page 2 except the Page is not numbered and the Plaintiffs are not numbered.

If there are more than seven (7) Plaintiffs, Page 3 is re-used to input Plaintiff information. Click the red **Reset Form** button to erase the information for Plaintiffs #5 - #7 to allow for new Plaintiff information.

Print the completed page before clicking the Reset Form button. There is no "Undo" for resetting a form.



The Warning in the upper left corner of the screen regarding the Reset Form button may be closed by clicking into the box, then clicking the box in its upper left corner.



Page 4 - Additional Defendants

Page 4: Additional Defendants

Use this page to provide information for additional Defendants. This page provides space for Defendants # 2 through # 4.

The Court and County information selected on Page 1 is displayed on page 4. If a Judicial District, City, Docket Number or Page Number was selected on Page 2 or 3, it is also displayed on this page. If this information has not been previously selected or typed, do so on Page 4.

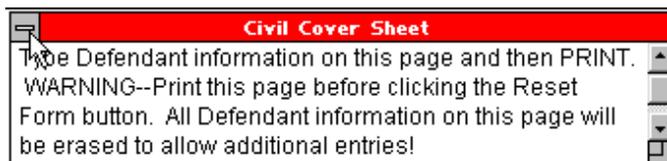
Page 5 - Additional Defendants

Page 5: Additional Defendants

Page 5 is identical to Page 4 except the page is not numbered and the Defendants are not numbered.

If there are more than seven (7) Defendants, this page is re-used to input Defendant information. Click the red **Reset Form** button to erase the information for Defendants #5 - #7 to allow for new Defendant information.

Print the completed page before clicking the Reset Form button. There is no "Undo" for resetting a form.



The Warning in the upper left corner of the screen regarding the Reset Form button may be closed by clicking into the box, then clicking the box in its upper left corner.



Page 6 - Child Support Information Sheet

Page 6: Child Support Form

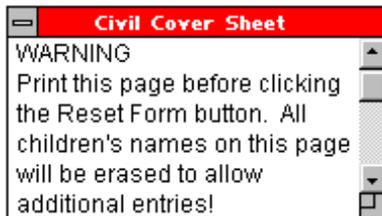
Use this page to provide Father, Mother, and Child information for a case where child support is an issue. This page provides space for four children.

The Court and County information selected on Page 1 is displayed on this page. If a Judicial District, City or Docket Number was selected on Page 2, 3, 4 or 5, it is also displayed on this page. If this information has not been previously selected or typed, do so on this page.

If there are more than four (4) children, Page 6 is re-used to input Defendant information. Click the red **Reset Form** button to erase the Child information on

the page to allow for additional entries. The Mother and Father information is not reset.

Print the completed page before clicking the Reset Form button. There is no "Undo" for resetting a form.



The Warning in the upper left corner of the screen regarding the Reset Form button may be closed by clicking into the box, then clicking the box in its upper left corner.



Print Options

Print Options

Click the Print button on the Acrobat toolbar.

Un-check the default **Fit to Page** option. This will result in a slightly larger printed form with smaller page margins.

Un-check **Annotations** if it is checked; otherwise the markers for the Warnings on Pages 3, 5 and 6 will print on the form.

Un-checking these boxes should not be required again unless a new printer is selected.

Print Range: The default Print Range is **All 6 pages**.

Click **Current page** to print only the currently-displayed page.

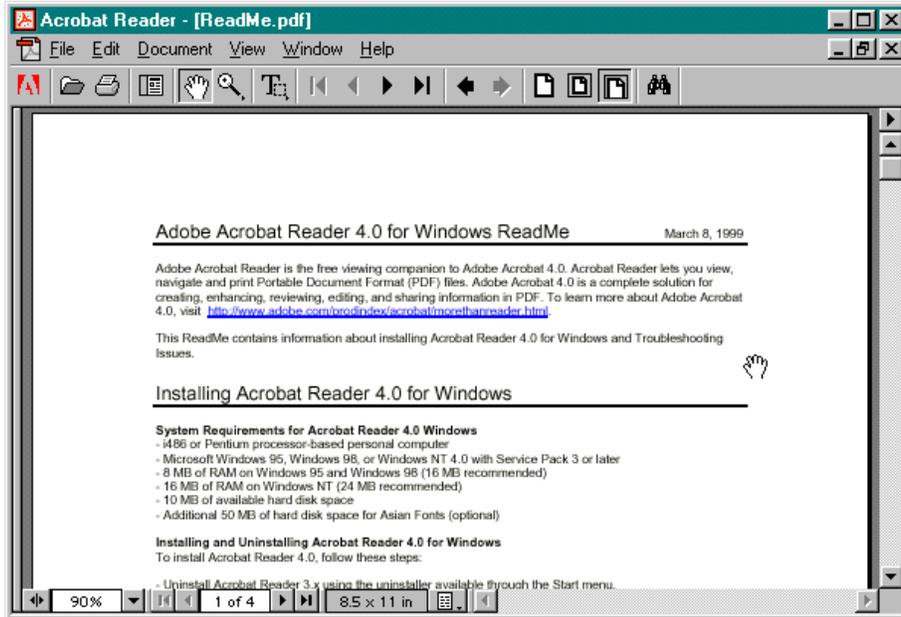
To specify a page range or a specific page, click **Pages from** and type a beginning and ending

page number. To specify one page for printing, type that page number as both the beginning and ending page number.



PDF Document Navigation

Adobe Acrobat Reader displays a PDF (Portable Document Format) file exactly as the author designed it. A PDF file faithfully preserves the look and feel of the original document complete with fonts, colors, images, and layout.



PDF Document in Acrobat Reader Window

PDF Format. Many documents on the Internet are saved in PDF format. Clicking a link to a PDF document starts the Acrobat Reader program, and the PDF document is displayed in an Acrobat Reader window.

A PDF document may contain hypertext links to other parts of the same document, to other documents, images, or sound or movie files.

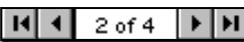
Viewing a PDF Document. The Acrobat Reader toolbar contains buttons for scrolling through text, viewing pages, and browsing next and previous positions. In addition to the customary vertical and horizontal scroll bars, the following navigation tools are available:

Hand Tool. Acrobat Reader features a **Hand Tool**  rather than a mouse pointer for navigation through a PDF document. Click and hold the left mouse button to "grab" the page  and move the text up and down. Select the Hand Tool, if necessary, by clicking the Hand Tool button  on the toolbar.

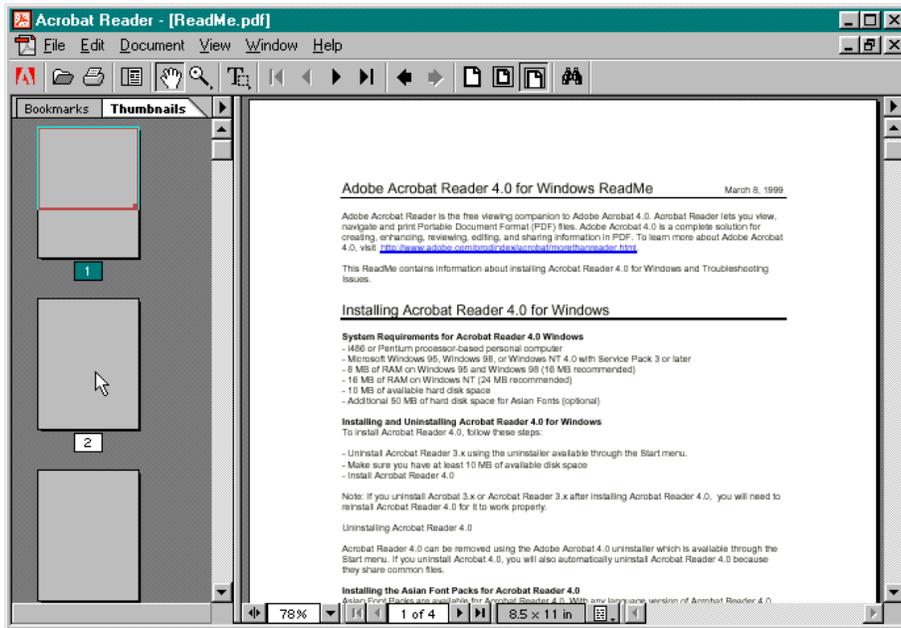
Page Navigation Buttons. Four toolbar buttons  are provided for moving from one page to another in a PDF document.

Next/Previous Page Buttons. Click the Next Page button  to move to the next page. Click the Previous Page button  to move to the previous page.

First/Last Page Buttons. Click the First Page button  to move to the first page of the PDF document. Click the Last Page button  to move to the last page of the document.

Status Bar Navigation Buttons. Similar Next/Previous and First/Last page buttons  appear on the status bar at the bottom of the document window.

Browse Position Buttons. Two browse position buttons  are provided for returning to the previous view  and, after the previous view button has been clicked, returning to the next view .



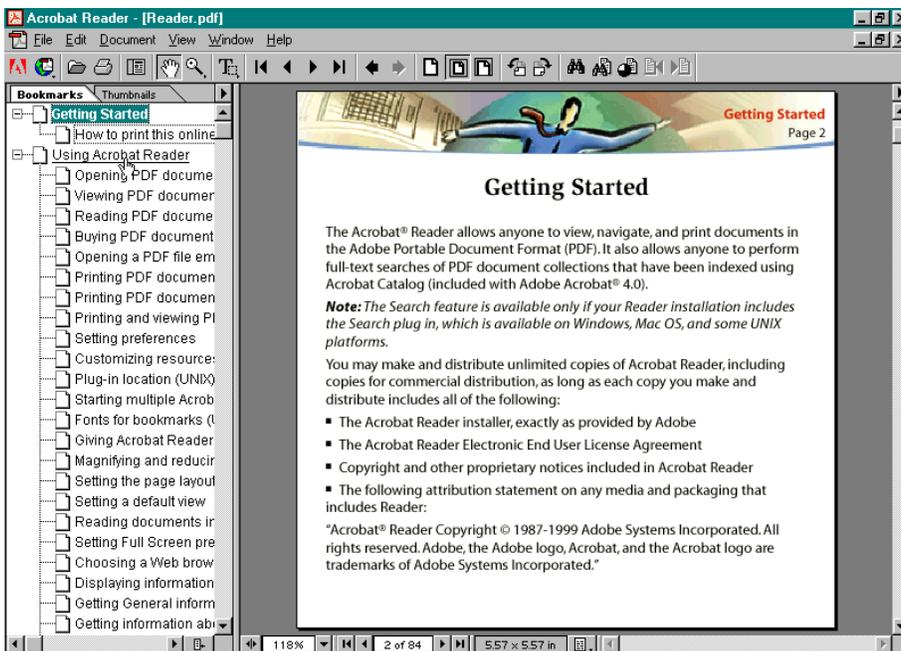
Navigation Pane With Thumbnail View Selected

Show/Hide Navigation Pane.
Click the Show/Hide Navigation

Pane button  to toggle the
Navigation Pane on or off.

The Navigation Pane may display
Bookmarks created by the author
of the PDF document or
Thumbnails, pictorial
representations of the pages of
the document.

Thumbnails. Click the
Thumbnails tab at the top of the
Navigation Pane to view
thumbnails of the pages of the
document. Double-click a
thumbnail to display the
corresponding page in the
document window.



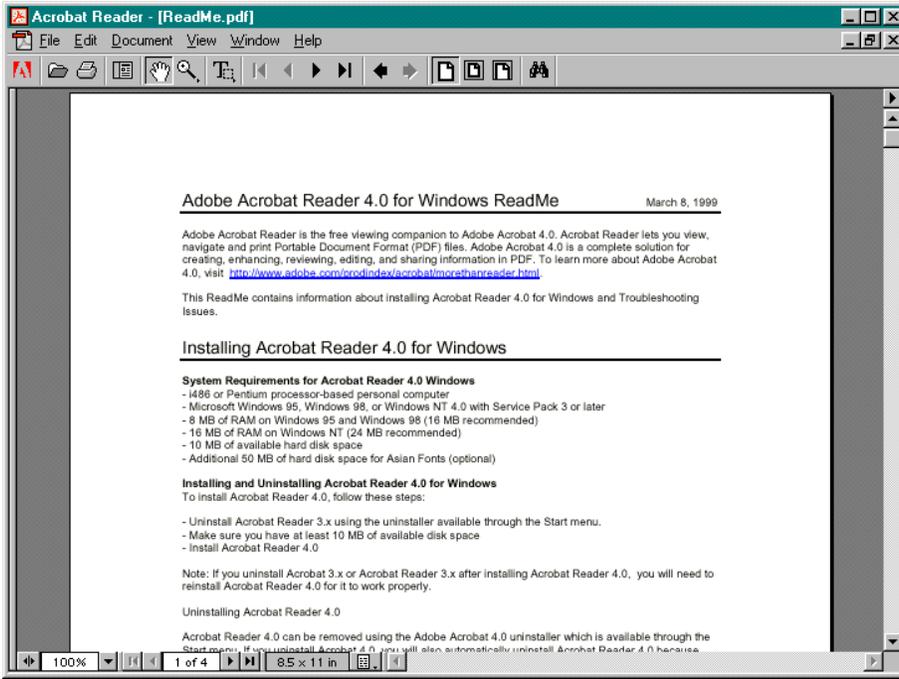
Navigation Pane With Bookmarks View Selected

Bookmarks. Click the Bookmarks
tab in the Navigation Pane to view
bookmarks the author of the PDF
document has created for
navigating the document. Click a
bookmark to view the
corresponding page in the
document window.

Thumbnails may be selected
regardless of whether bookmarks
have been created for the
document.

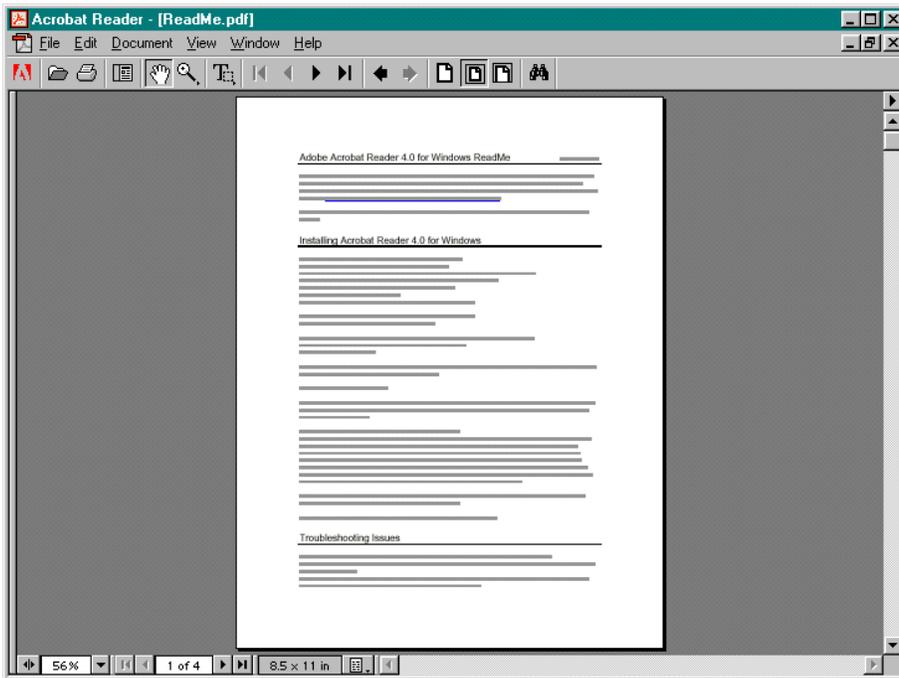


View Zoom Buttons. The view zoom buttons  on the toolbar let you choose between three view zoom types: Actual Size, Fit in Window, or Fit Width.



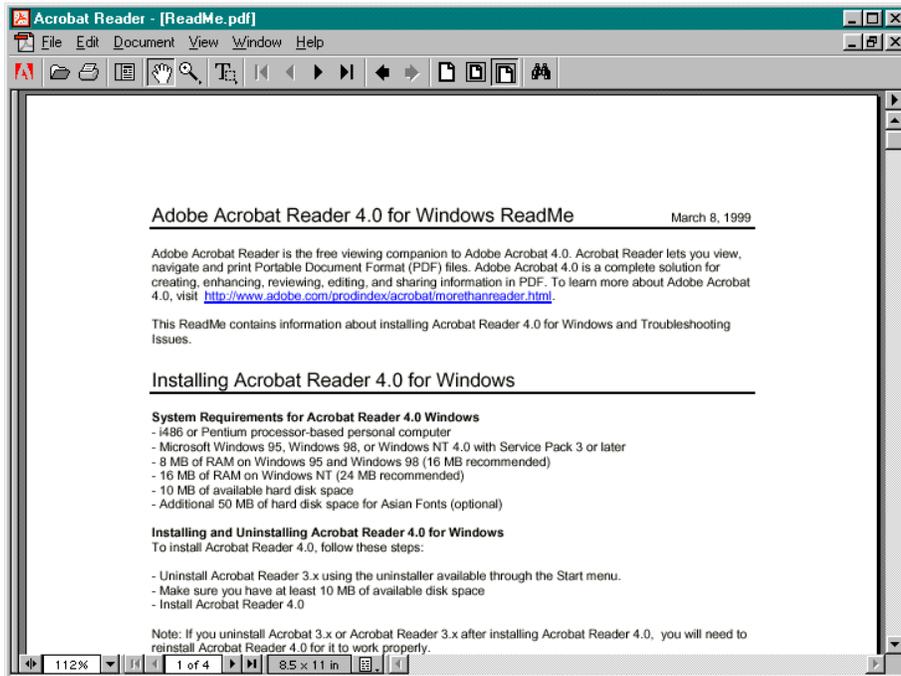
Fit Actual Size

Actual Size: Click the Actual Size button , or click **View > Actual Size**. The actual size for a PDF page is typically 100%, but the document creator may have set it to another magnification level.



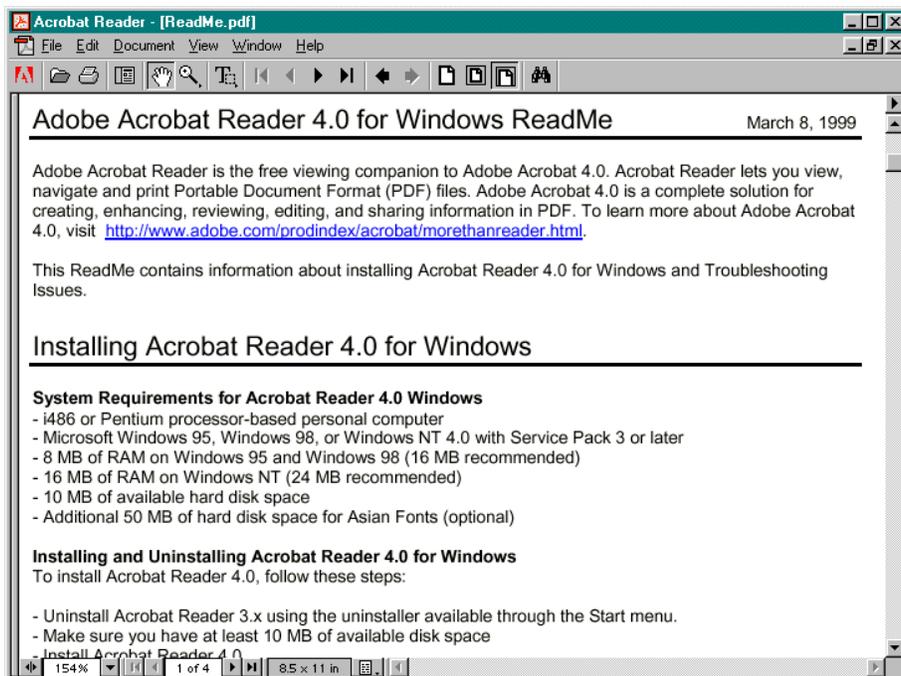
Fit in Window

Fit in Window: Click the Fit in Window button , or click **View > Fit in Window**. This view option resizes the page to fit entirely in the window.



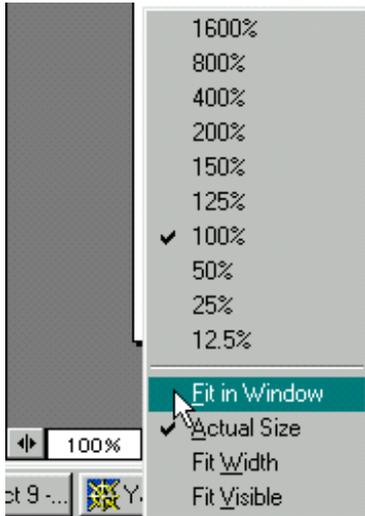
Fit Width

Fit Width: Click the Fit Width button , or click **View > Fit Width**. This view option resizes the page to fit the width of the window. Part of the page may be out of view.



Fit Visible

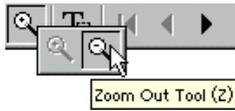
Fit Visible: The Fit Visible view does not have a toolbar button shortcut. Click **View > Fit Visible**. Part of the page may be out of view.



Variable Zoom

Variable Zoom. To select a view zoom percentage, click the zoom percentage combo box on the status bar at the bottom of the document window. Select from the list of zoom percentage options or select Fit in Window, Actual Size, Fit Width, or Fit Visible from the menu.

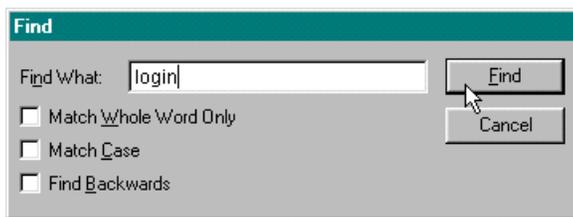
Zoom In Tool. The Zoom In Tool button  is used to increase or decrease the magnification of a page. Click the Zoom In button, then click the area of the document window to be magnified. Each click increases the magnification to the next preset level (see variable zoom above).



Zoom Out Tool

Click and hold the Zoom In Tool button to select Zoom Out. Click the area of the document to be decreased in magnification. Each click decreases the magnification to the next lower preset level.

Text Tool. Click the Text Tool  on the Toolbar to copy text from a PDF document. The Hand Tool is replaced by an I-Beam. Click and drag to select text. Click **Edit > Copy** (or right-click and select **Copy**) to copy the selected text to the Windows clipboard.



Find Text

Find. Click the Find button  on the toolbar. Type the word or word pattern, select the desired search options, then click **Find**. The document window moves to the next instance of the word and highlights the word.

To search for the same word, click the Find button and click **Find Again**.

Page Layout

There are three page layouts for viewing PDF documents: **Single Page** layout displays one page in the document window at a time. **Continuous** layout arranges the pages in a continuous vertical column. **Continuous - Facing** layout arranges the pages side by side. To select a page layout, click the **View** menu on the Acrobat menu bar, then choose one of the three layouts. The page layout may also be changed by clicking the layout button  on the Acrobat status bar at the bottom of the document window.