

# Instructions on how to submit the Civil Settlement Availability form

There are two ways to submit the Civil Settlement Availability form via email.

1.) By saving the filled out form to a file:

- a. First Fill out the Civil Settlement Availability form
- b. Next go to File and then Print
- c. Choose the “PrimoPDF” or PDF Writer” button and hit OK
- d. Type in the file name (*example: TJP Schedule LastName.pdf*) and select the location of where you would like the file to be saved, and hit OK
- e. Finally open your email, attach the file you just saved and send to:

[tjp@scscourt.org](mailto:tjp@scscourt.org)

Or

2.) By selecting the “[Submit by email](#)” button located on the bottom of the form:

- a. First Fill out the Civil Settlement Availability form
- b. Next click on the “[Submit by email](#)” button located on the bottom right corner of the form
- c. A pop up window will appear and you will need to select which method you use to send email: ***Desktop Email Application or Internet Email***
  - i. If you use your Desktop Email Application an email with the attachment will automatically be generated for you to send. Please send the email and you are done.
  - ii. If you use an Internet Email Application please proceed to step d
- d. After selecting Internet Email, a pop up window will appear, please type in the file name (*example: TJP Schedule LastName.xml*) and select the location of where you would like the file to be saved and hit OK
- e. Finally open your email, attach the file you just saved and send to:

[tjp@scscourt.org](mailto:tjp@scscourt.org)