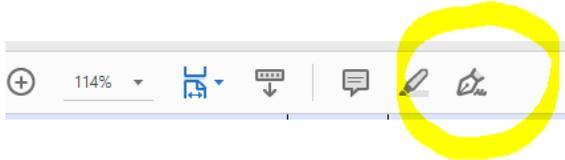


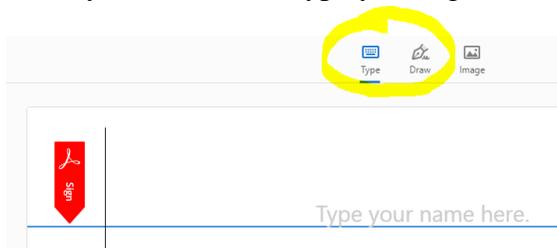
## Instructions for “Child Custody Mediation Intake Form” (5 Page Form)

If using a **COMPUTER**, follow these steps.

1. Download the form from Glenn Court website or from your email
2. Click “Save As” and save it to your desktop or home computer.
3. After filling out the form, sign the form using the steps below:
  - a. First, click the signature box and then click the “sign” tool (highlighted below).



- b. Click “Add Signature” when the box pops up.
- c. You may either draw or type your signature – see boxes below.



4. Save and close the form
5. Attach form to an email and send to the following address: [INTAKE@glenncourt.ca.gov](mailto:INTAKE@glenncourt.ca.gov).

If using a **PHONE**, follow these steps:

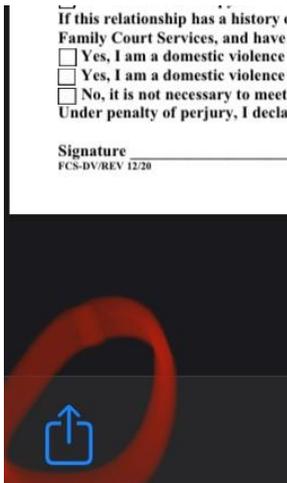
1. Open form and save
  - a. Did you receive the form in an email? The form should appear embedded in an email or as an attachment on your email when you open it on your phone. You can either click “save to files” by holding down on the form (pictured below) or type and fill the form out directly in the email.



- b. If you are downloading directly from the WEBSITE, simply download the form and “Save to Files” using the same step above.
2. Once you have typed and checked all boxes on the form, sign the form by clicking “Markup,” (icon pictured below), which will open a tool that will enable you to use the touchscreen to draw your signature.



3. Click “Share” (share button is pictured below) and email the form to the address [INTAKE@glenncourt.ca.gov](mailto:INTAKE@glenncourt.ca.gov).

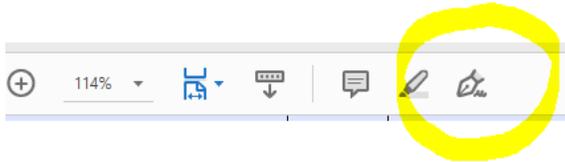


## Instructions for “Information Form for Custody” (1 Page Form)

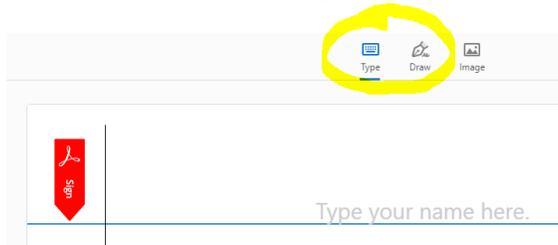
**\*\*Note: these steps are the same as the instructions for the above 5 page form, but will be sent to a **DIFFERENT** email address\*\***

If using a **COMPUTER**, follow these steps:

1. Download the form from Glenn Court website or from your email
2. Click “Save As” and save it to your desktop or home computer.
3. After filling out the form, sign the form using the steps below:
  - a. First, click the signature box and then click the “sign” tool (highlighted below).



- b. Click “Add Signature” when the box pops up.
- c. You may either draw or type your signature – see boxes below.



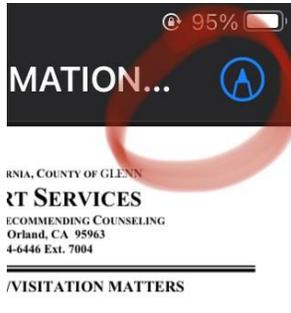
4. Save and close the form
5. Attach form to an email and send to the following address: [CCRC@glenncourt.ca.gov](mailto:CCRC@glenncourt.ca.gov).

If using a **PHONE**, follow these steps:

1. Open form and save
  - a. Did you receive the form in an email? The form should appear embedded in an email or as an attachment on your email when you open it on your phone. You can either click “save to files” by holding down on the form (pictured below) or type and fill the form out directly in the email.



- b. If you are downloading directly from the website, simply download the form and “Save to Files” using the same step above.
2. Once you have typed and checked all boxes on the form, sign the form by clicking “Markup,” (icon pictured below), which will open a tool that will enable you to use the touchscreen to draw your signature.



3. Click “Share” (share button is pictured below) and email the form to the address [CCRC@glenncourt.ca.gov](mailto:CCRC@glenncourt.ca.gov).

