

Troubleshooting Tips for Using BIDS Forms

All SBIDS forms are offered as Adobe Acrobat printable forms. This file format is viewable using your browser if you have Acrobat Reader, and you can fill in the form and save it once completed.

In order to fill in the PDF files properly, you will need to have the most recent version of Adobe Reader. (If you are an SBIDS employee please uncheck the box for the Google Toolbar when installing.)

The blank form may be saved to your hard drive or printed. To save the files, you need to right click on the link to the form you need, click on "Save Link As...", and save it to your computer.

Please print and mail or fax your completed forms to the State Board of Indigents' Defense.

If you are having trouble opening a form, try the following tips.

- Make sure you are using Adobe Reader to open the form, not a different type of PDF viewer.
- Try to use a different browser (*i.e.*, switch to Internet Explorer if you are using Chrome, Firefox, or Safari).
- Clear your internet browser history and temporary internet files.
- Save the form to your computer if you are trying to open the file directly in your browser.

If you still need assistance after trying these tips, please call the BIDS Admin Office at 785-296-6631 for further assistance.