

MOZILLA FIREFOX 36.0

Select the PDF Form you want to fill in by placing your cursor over the blue highlighted document indicated with a PDF symbol next to it:

 [Crime Victims' Rights Activation Form](#)

On this screen in the upper right corner you will see these icons

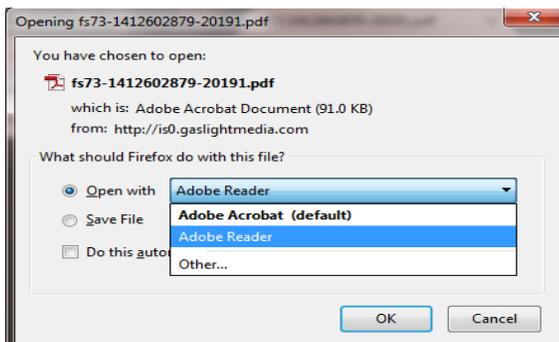


Select the symbol that looks like this:



TO OPEN FILE:

A window will pop up asking you to “Open with” or “Save File”. TO OPEN WITH: Select Open With, select OK. Select Adobe Reader or Other.... (then Adobe Reader). If you don't have Adobe Reader, you can download a free version on the internet by going to [Adobe](#) website:



TO SAVE FILE:

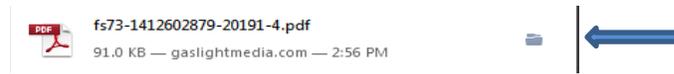
Select Save File, select OK. The file will save on in a folder entitled “My Documents” or “Documents” on your C: Drive:

You can access that folder one of two ways, going directly to your “My Documents” or “Documents” or follow the directions below:

Select the arrow symbol and a window will open with document names:



To the right of the name of the document, select the file folder which will open the document:



Fill out the form and select “SAVE” at the bottom of the form and save your documents in the location you wish to keep it.

The screenshot shows a web browser window with a form titled "Victim's Rights". The form contains several sections:

- Introduction:** A paragraph explaining the purpose of the form and providing contact information for the Cheboygan County Prosecutor's Office.
- Checkboxes:** A section titled "(Please check applicable boxes)" with five options:
 - I would like to receive notice of scheduled court hearings as well as changes in the court schedule.
 - I would like to consult with a Prosecutor regarding the case.
 - I would like to receive notification of the Defendant's conviction.
 - I would like to address the court at Defendant's sentencing.
 - I would like to receive notice of the final disposition of the case.
- Personal Information:** A section titled "(Please provide the following information)" with fields for:
 - Defendant's Name:
 - Case Number:
 - Victim's Name:
 - Victim's address:
 - Victim's Phone:
 - Victim's Email:
- MC/NSN:** A section titled "The highlighted fields are required in order to submit your forms to our office." with a checkbox "HAVE YOU SIGNED UP WITH MC/NSN?" set to "Yes". Below it, a dropdown menu for "notification" is set to "email".
- Buttons:** "CLEAR FORM" and "SAVE FORM" buttons are located at the bottom of the form.

You can either email, fax, mail or hand deliver the forms to our office: print the completed form and mail to our office at:

Email:

victim@cheboygancounty.net

Mail:

Victim Advocate
P.O. Box 70
Cheboygan, MI 49721

Hand deliver:

Room 143, Cheboygan County Building

Fax:

231-627-8405