

FAQ for Submitting Associate Judge Applications via Adobe Sign

What is the deadline for submitting my application? *Electronic applications must be submitted at or before 11:59 p.m. of the posted deadline.*

Do I need a special program or software? *No. You only need a reliable internet connection. When you click the link for the electronic application, you will be directed to the AdobeSign site where you can complete the application online.*

Is there a time limit for completing the application? *Yes. There is a six-hour timeframe for completing the application. At the end of six hours, the session will end, and information entered will not be saved.*

Why is my text getting smaller as I type? *Text fields in the electronic application are set to auto size so that all information is captured. As you type, you may see the text scroll out of view to the left or up and down. As you edit your responses, use your arrow keys and the scroll bar to move through the text box. Responses in the final signed and submitted application will be auto sized to the text box and include all information entered in the fields. Please note that if you need additional pages that is still an option.*

What is the file size limit for an attached document? *Multiple documents can be merged or scanned for attachment but cannot exceed 24MB.*

What if I need to submit additional documents? *For additional documents, please sign and submit an additional application, completing only your name on page 1, completing page 16 and attaching the document.*

After I complete the application, how do I submit it to the AOIC? *Once you have entered your information into the application and completed the signature and email fields on page 16, a blue 'Click to Sign' button will appear at the bottom of the screen. Click this button to submit your application.*

Why did I receive an email from Adobe Sign asking me to confirm my signature? *After you submit your application, you will receive an email from Adobe Sign asking you to confirm your signature. This is a security feature to confirm your email address. Click the blue 'Confirm my email address' link in the body of the email.*

Will I receive a copy of my submitted application? *Once you confirm your email, your application will be emailed to the AOIC. You will also receive an email notifying you that your application has been signed and submitted. A copy of your application will be attached to this email.*

Additional technical information can be found at [Adobe Acrobat Sign FAQ](#).