



WORK ANYWHERE WITH ADOBE DOCUMENT CLOUD

How to prepare a remote warrant request

Law enforcement officials need to get warrants signed, even when they can't meet with a judge in the courthouse. This guide will walk you through creating a remote process, from setting up the documents officers will use, to automatically saving submitted forms to a SharePoint library.

A typical warrant request workflow starts with the requesting officer filling out the warrant, then meeting with the judge to get it signed. When the warrant has been executed, the arresting officer will file a warrant receipt with the county clerk. Once we set up the process in Adobe Sign, both the request and the receipt can be completed remotely on a mobile device.

Requirements:

1. An Adobe Sign account*

Please note: *If you do not have an account already, please contact your Adobe team or IT administrator.*

2. PDF forms to send for signature

This example will show the process using a standard warrant form, as well as an officer's return form. You can find both files attached to this document for your reference.

3. A Microsoft Office 365 account* **OPTIONAL**

**Administrator privileges required to complete the steps shown in this guide.*

In this guide:

PART 1: Set up a library template for the officer to use for filling out the warrant application and sending to the judge. [Start >](#)

PART 2: Set up a web form which will allow the arresting officer to file the warrant receipt with the clerk and store it in a SharePoint repository. [Start >](#)

PART 3: See what the officers' experience will be when they send for signature and fill out the warrant receipt. [Start >](#)

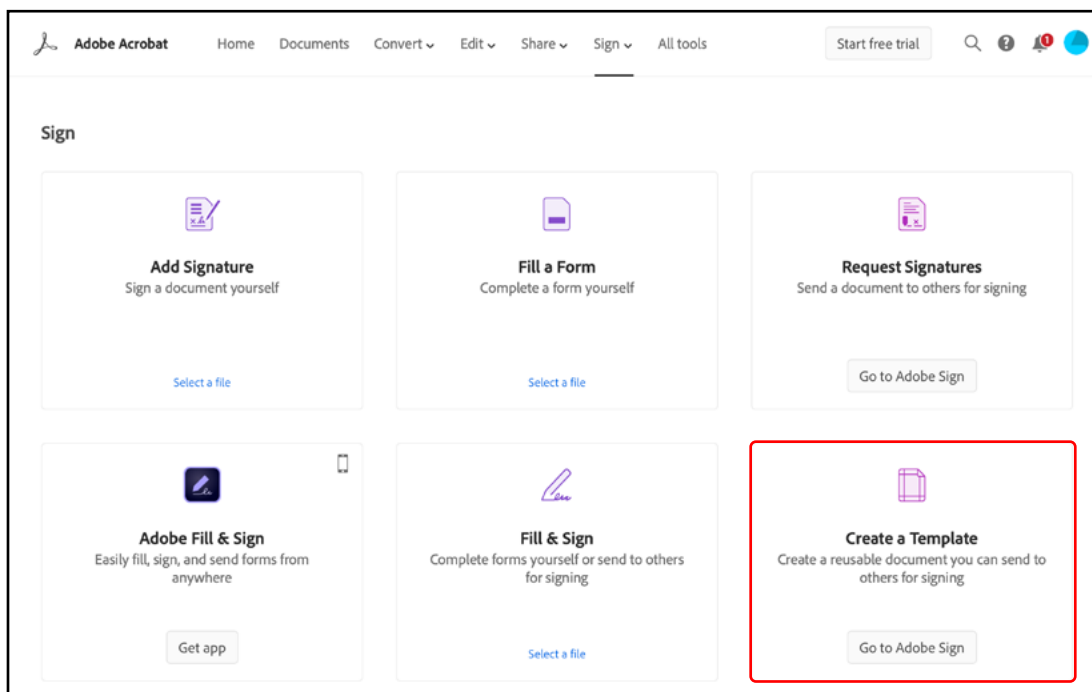
PART 1

Create a new library template

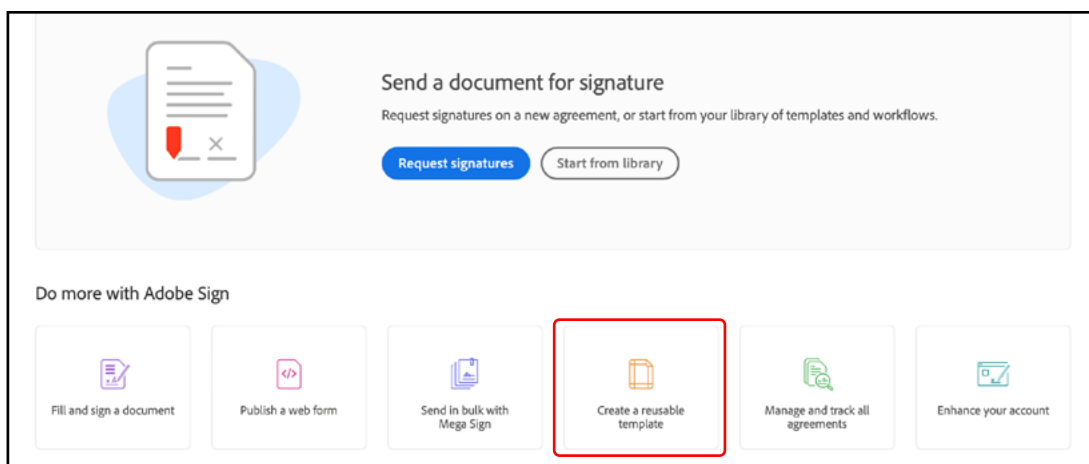
Please note: The steps outlined in Part 1 require administrator privileges in Adobe Sign. If you do not see the functionality shown below in your Adobe Sign account, please contact your account administrator.

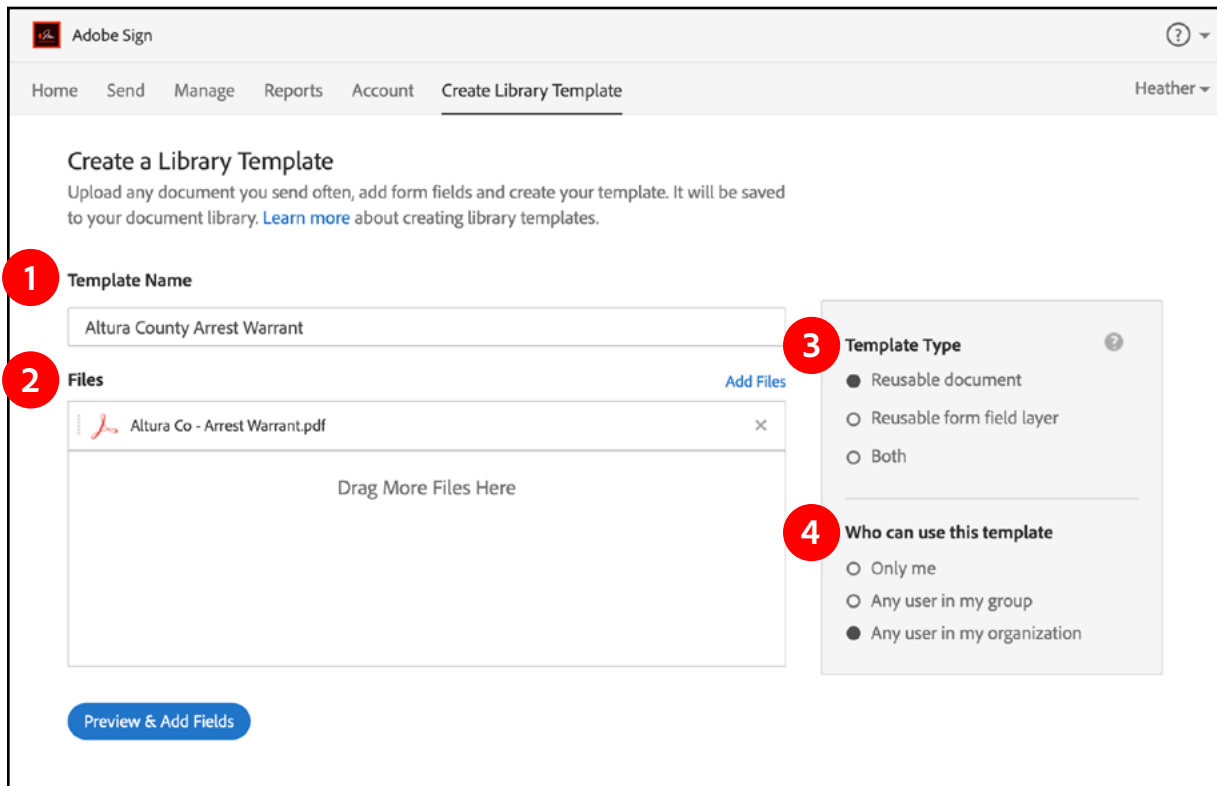
A library template is a reusable form you can share with your end users for quick access from their document library. Use it to send documents to one or many signers without the hassle of setting up a new form each time.

1. In your web browser, navigate to <https://documentcloud.adobe.com>.
2. Sign in using your username and password credentials.
3. From the top menu bar, click **Sign**, then select **Create a Template**. This will take you to the Adobe Sign web interface.



4. From the Adobe Sign home screen, click **Create a reusable template**.



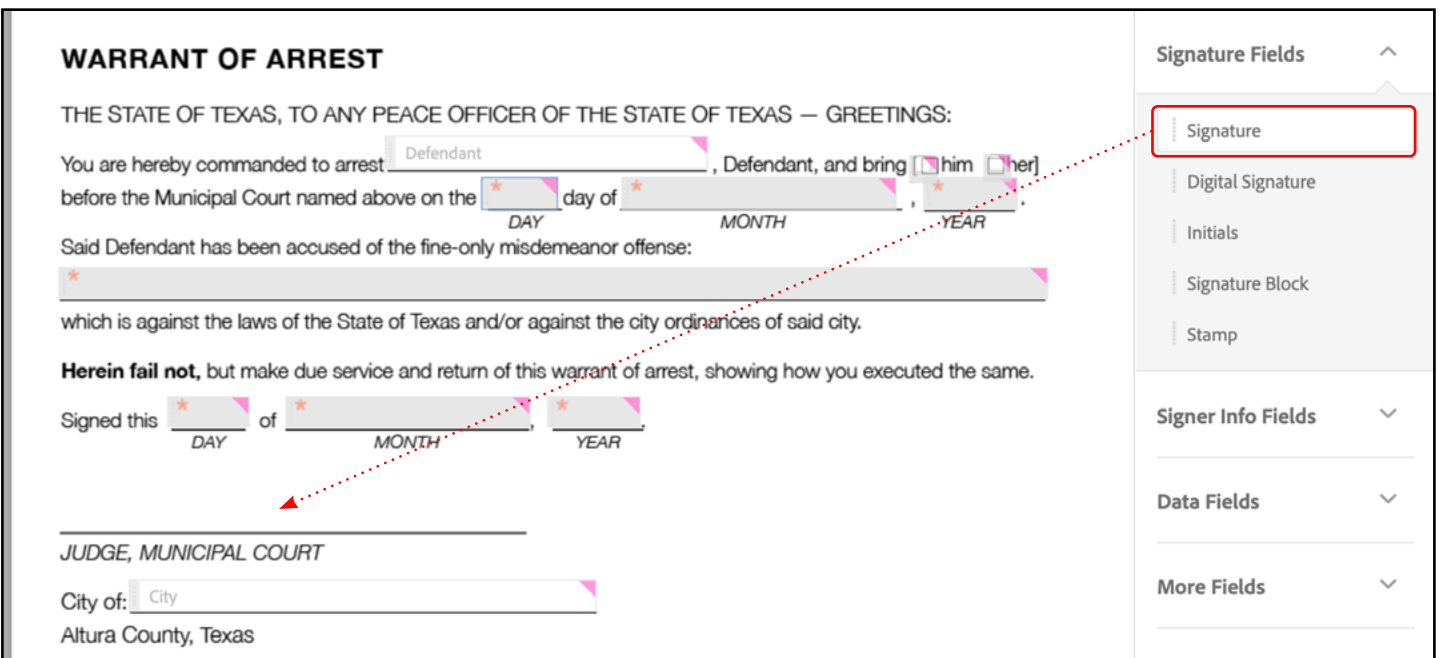
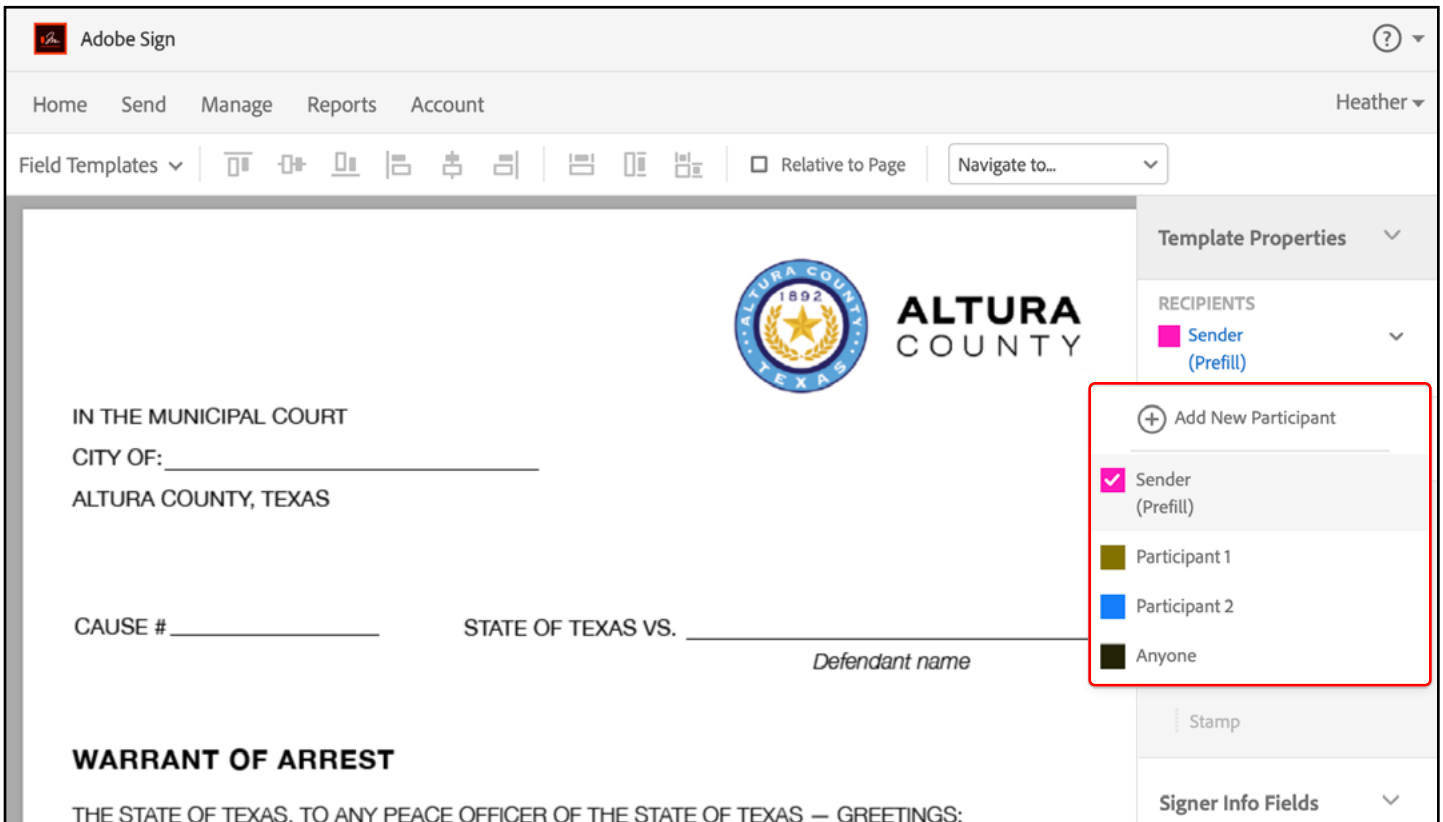


5. On the Create Library Template screen, enter the name of your template into the **Template Name** **1** field. For this example, we'll use "Altura County Arrest Warrant".
If you do not explicitly enter a name for the template, this field will adopt the name of the first document added to the Files section.
6. Locate your form on your computer and drag and drop the file into the **Files** **2** section. You can also click the **Add Files** link in the upper-right corner of the Files field and browse your system or online storage locations to find your form.
Multiple files can be attached to build one larger template if desired.
7. Ensure the **Reusable Document** **3** type is selected on the right under **Template Type**: this option saves the full document, both content and form fields.
8. Configure **who can use this template.** **4** To allow your end users to access the template once you've saved it to the account, select "Any user in my group" or "Any user in my organization."
9. Click **Preview & Add Fields** to move forward to the authoring environment.

10. The drag and drop authoring environment allows you to add fillable form fields to your file. Simply drag fields from the right rail onto your document in the desired spaces.

Note: This warrant form requires the sender, in this case the officer requesting the signature, to complete the data fields before getting a signature from the judge. To place the fields that the officer will complete, make sure you have selected “Sender (prefill)” from the **Recipients** dropdown as shown in the below image.

When you are ready to place the signature field for the judge, change the recipient to “Participant 1” and place the field(s) to be completed by the party responsible for signing.



About form field editing

If any details of a particular form field need to be customized or changed after being placed, you can double-click on the existing field to edit or review its details while in authoring mode:

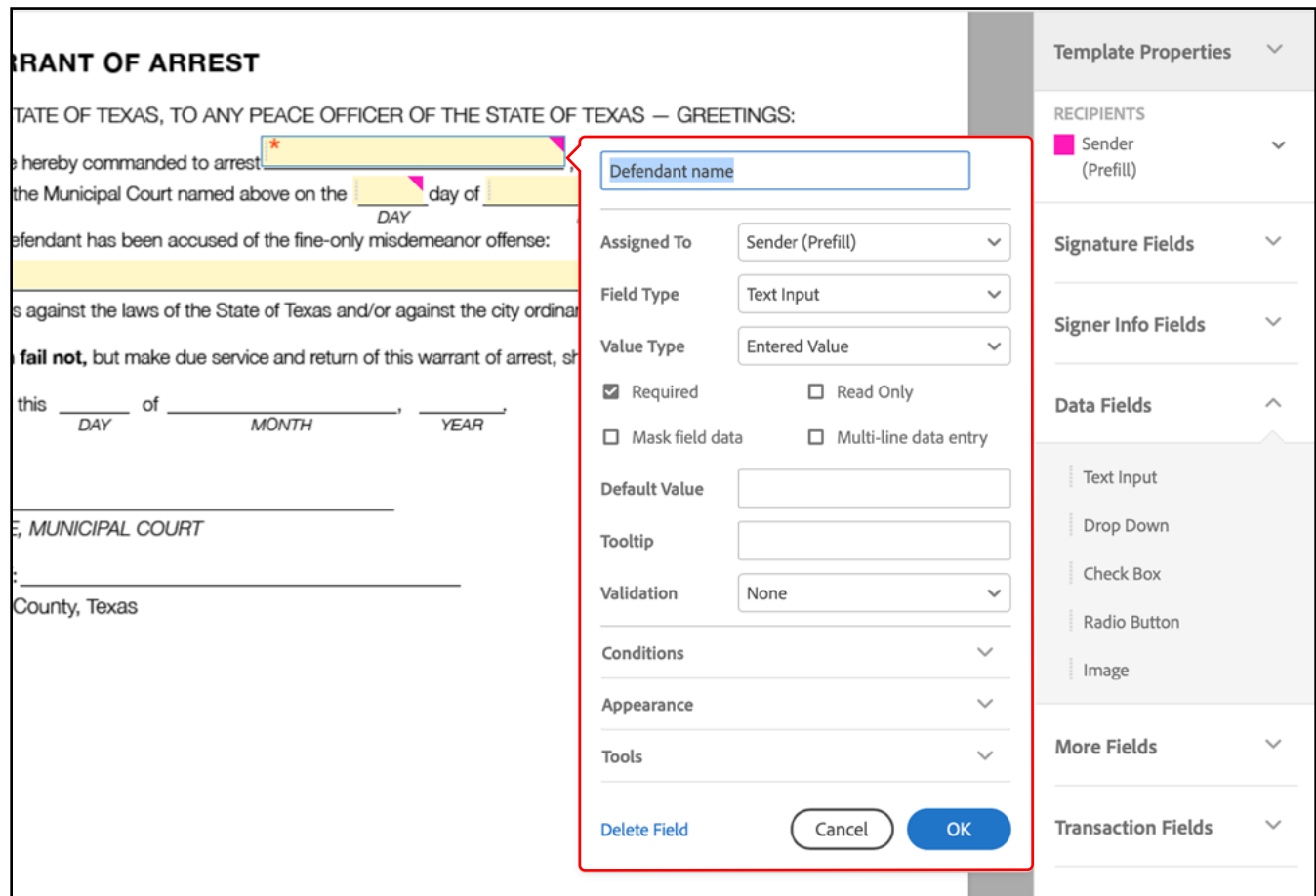
ASSIGNED TO

Use this dropdown to edit the participant who will be responsible for filling out the field.

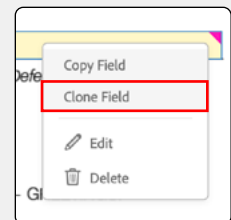
FIELD VALIDATION

You can set up form fields to allow only a specific format of data to be entered.

[See examples of field validation here.](#)



PRO TIP: When the same information is requested twice on the same form, don't recreate the field; instead, right-click the field you wish to duplicate and select "Clone field." Whatever is entered in the original field will be automatically replicated in the cloned field.



11. When you have finished placing all the required form fields for the correct participants, click **Save** to add the template to your library. Now the form will be available to all the other Adobe Sign users in your group or organization when they need to send a warrant request.

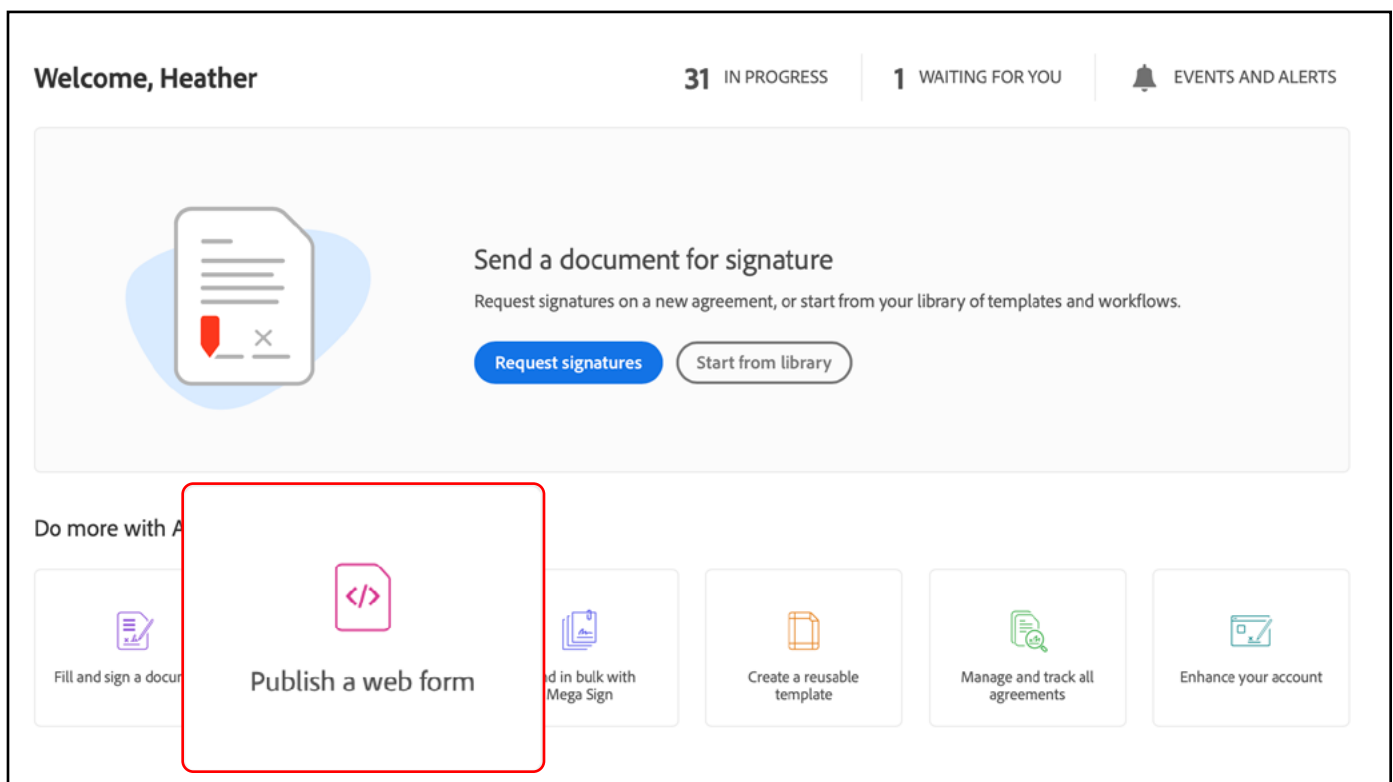
PART 2

Post a fillable form online and automatically save submissions to a SharePoint library

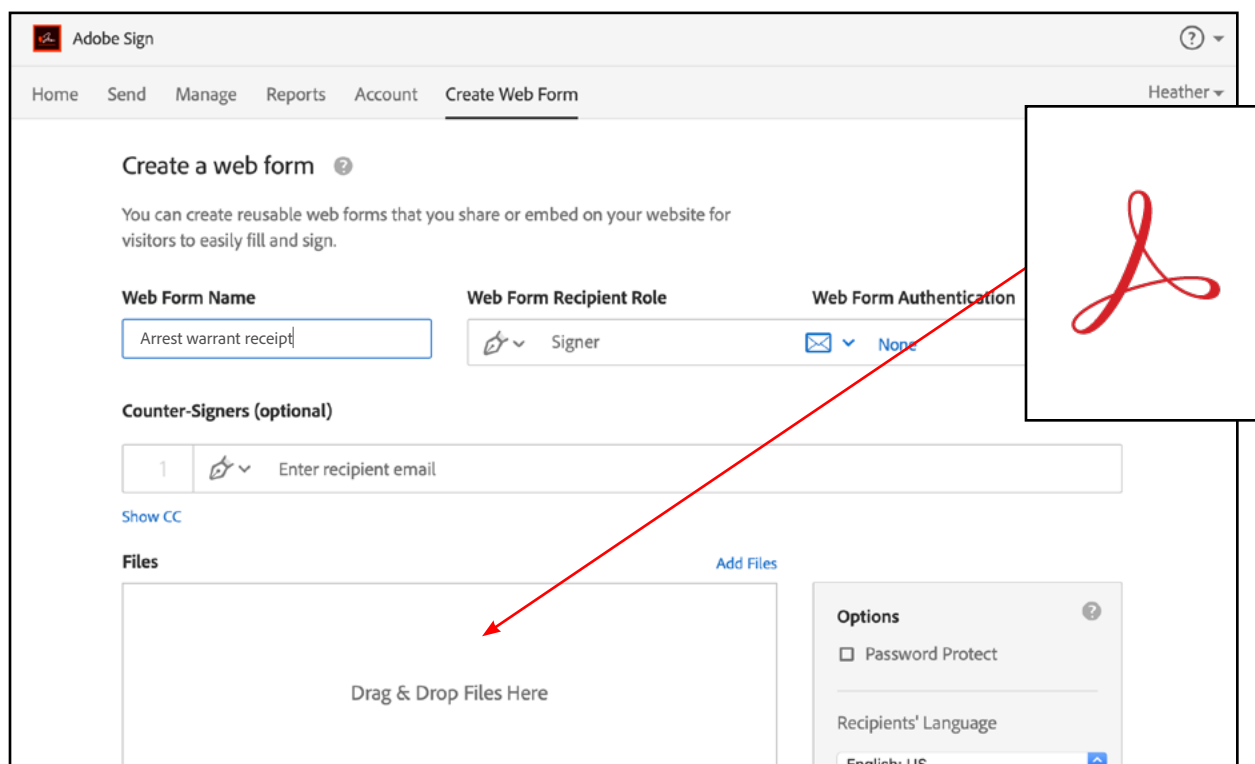
For officers who need to complete paperwork after fulfilling a warrant, you can set up a web form for simple filling and signing. As a bonus, you can save the form submissions directly to a SharePoint library for your county clerk's office.

We'll start by preparing the form you want to post, which will look familiar after setting up a form in Part 1. First, log in to Adobe Sign:

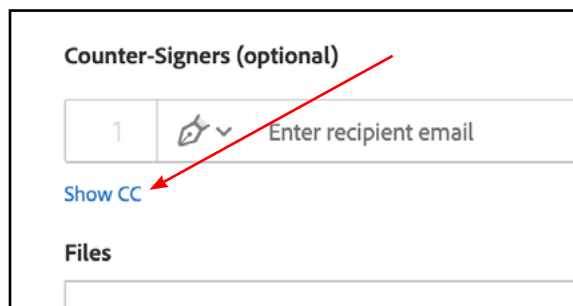
1. In your web browser, navigate to <https://documentcloud.adobe.com>.
2. Sign in using your username and password credentials.
3. From the tool tiles on the Home page, select **Request signatures**. This will take you to the Adobe Sign web interface.
4. From the Home screen, click on **Publish a web form**.



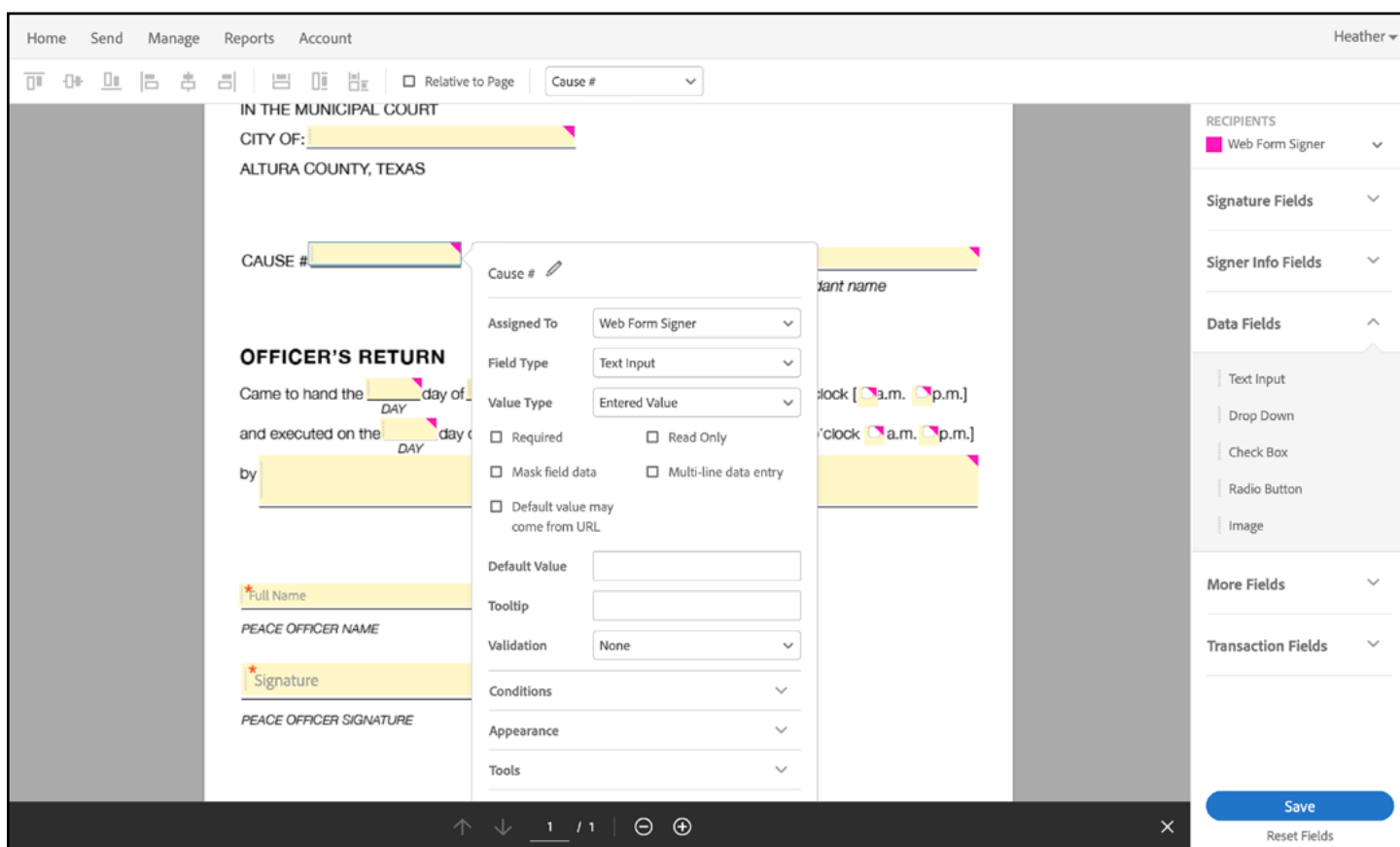
- Set the **Web Form Name** to the desired name for the form.
Example: Arrest warrant receipt
- Drag and drop the form you want to use for your web form from File Explorer (Windows) or Finder (Mac) into the **Files** section.



- If there is someone who should get a copy of the submission, or if there is someone who should be notified when a new submission comes in, you can copy their email address (in the example, the county clerk's office). Click on **Show CC** beneath the **Counter-Signers** field to enter the CC email address.

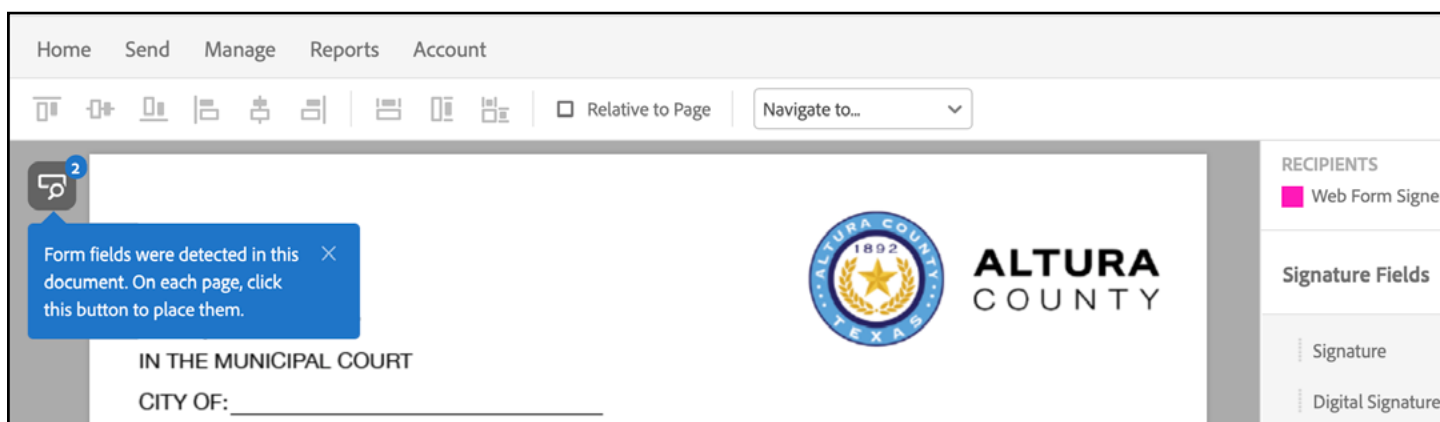


8. Click on **Next** to prepare the form file.



9. The drag and drop authoring environment allows you to add fillable form fields to your file. As before, drag fillable fields from the right rail onto the field spaces on your document.

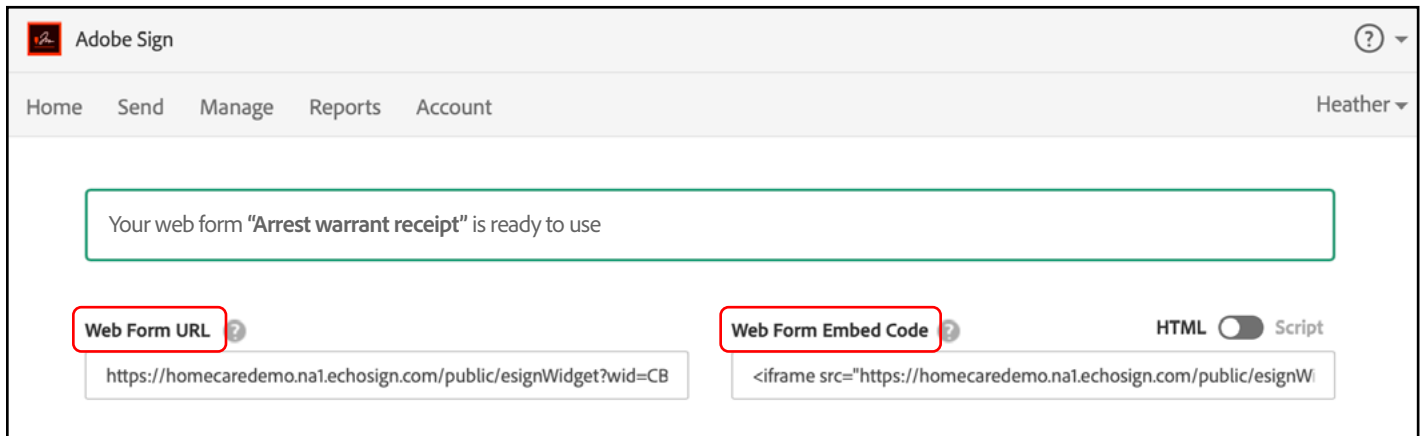
Or, let Adobe Sign suggest form fields for you: Adobe Sensei's AI technology can detect form field candidates based on analyzing the content, attributes, and relative placement of attributes on the form. In the authoring environment, look in the upper left to find the blue alert that says "Form fields were detected in this document. On each page, click this button to place them."



10. When the fields have been placed and setup is complete, click **Save** in the lower right.

Now that you have created your web form, you can view or share your web form so that it can be filled out and submitted by anyone with access to the form. You may choose to copy the web form's unique URL to share in an email, internal blog post, or other environment, or you can copy the generated HTML or JavaScript code to embed the form on an internal site accessible to your teams.

You can find both the URL and the embed codes on the page that loads after you save your web form:



When an officer submits the form, a copy of the completed and signed document will be available to you in your **Manage** tab in Adobe Sign under "Web Forms." A copy will also be emailed to the CC email address that was specified above in step 7. The signer will receive a copy of the document upon submission.

If you need to edit this form after it has been published, you may do so by following these steps:

1. Log in to your Adobe Sign account and open the **Manage** tab.
2. In the left sidebar, select **Web Forms**.

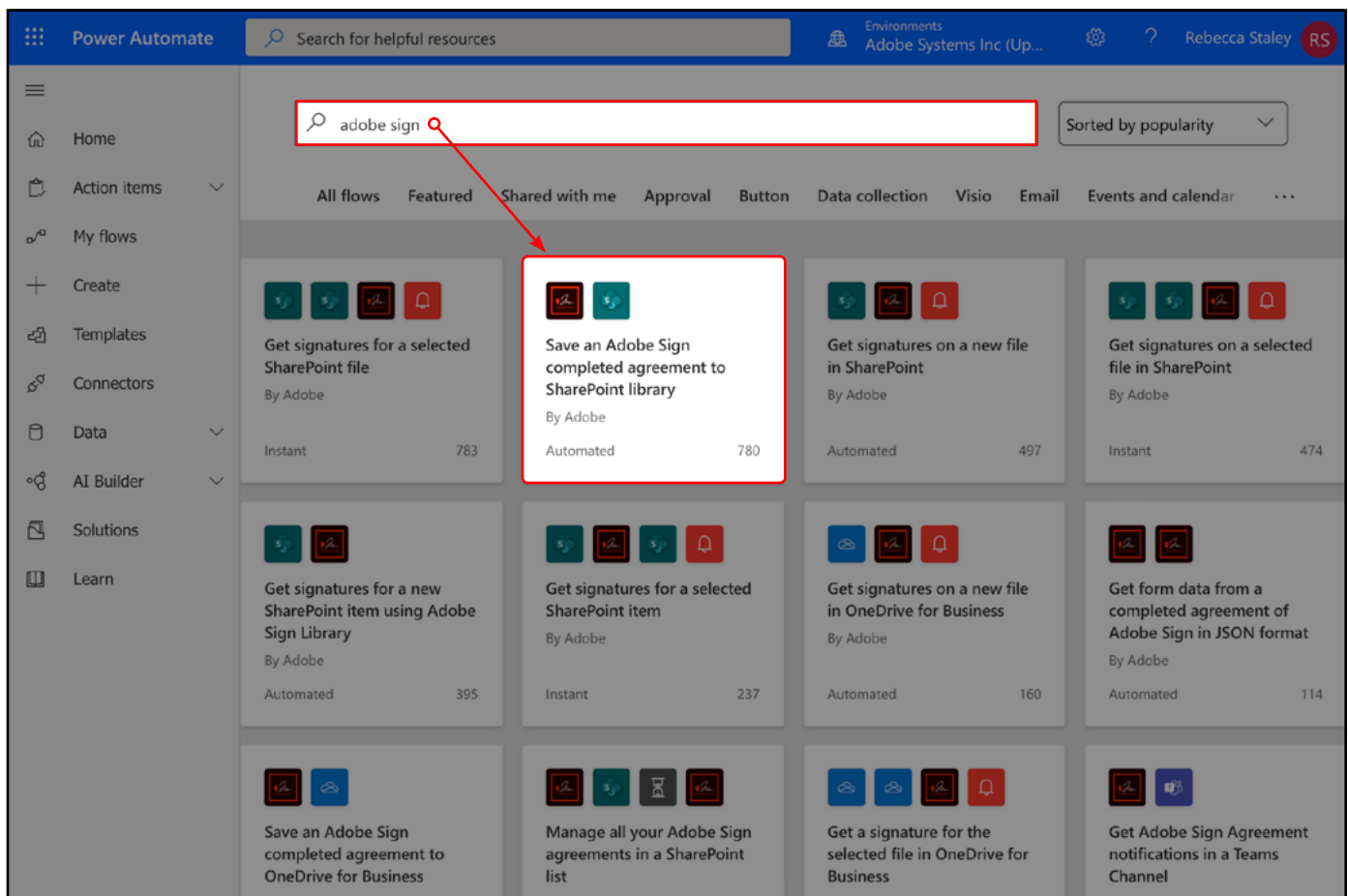
The screenshot shows the Adobe Sign 'Manage' interface. At the top, there are navigation tabs: Home, Send, **Manage**, Reports, and Account. The user's name 'Heather' is in the top right. Below the navigation, there's a section for 'Your agreements' with a search bar and a 'Filters' button. A 'Switch to Classic Experience' link is also present. On the left, a sidebar lists various status categories: STATUS, In Progress (35), Waiting for You (1), Completed, Canceled, Expired, Draft, Templates, **Web Forms** (selected), and Mega Sign. The main area displays a table of 'Web Forms' with columns for TITLE, STATUS, and MODIFIED. One form is listed: 'Arrest warrant receipt' with a status of 'Active' and a modification date of '4/24/2020'. On the right, a detailed view for the selected form shows its title 'Arrest warrant receipt', creation date 'Created Apr 24, 2020 9:46 AM', and creator 'By Heather Douglas (hdouglasdemo@gmail.com)'. It includes a 'Status: Active' indicator with a 'Disable' button, the role 'Web Form Recipient' as 'Signer', and an 'Actions' menu with options: Open Web Form, Get Code, Edit Web Form, Download PDF, and Download Form Field Data. Below the actions, there's an 'Agreements' section showing '1 All' and '1 In Progress', and an 'Activity' section with a right-pointing arrow.

3. Select your web form from the list.
4. Under the **Actions** menu in the right sidebar, click on **Edit Web Form**. From here, you can make changes to the published form in the same authoring environment you used when you first created the form.

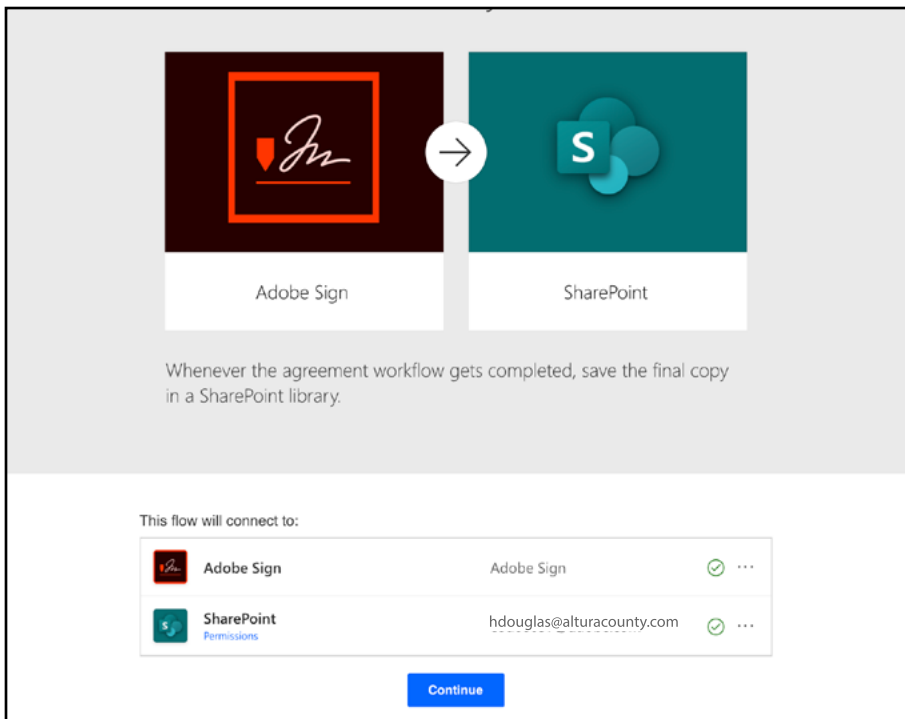
Automatically save web form submissions to SharePoint

At this stage, Microsoft Office 365 customers may want to take advantage of an additional step: create a workflow with Microsoft Power Automate to automatically save the submitted web form to a SharePoint library of your choosing. This limits manual labor and tedious tasks and ensures that documents are stored accurately and immediately.

1. Get started by signing into your Microsoft Office account at <https://flow.microsoft.com>.
2. In the search bar, enter "Adobe Sign." From the workflow templates available, select **Save an Adobe Sign completed agreement to SharePoint library**.

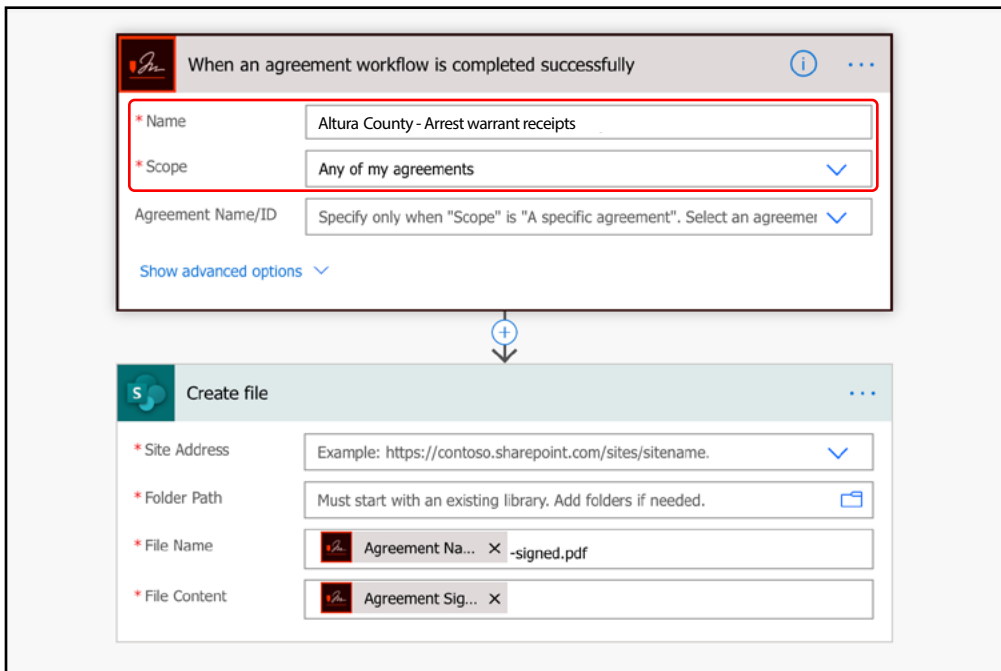


3. You will be prompted to grant permissions for the apps to communicate with each other.

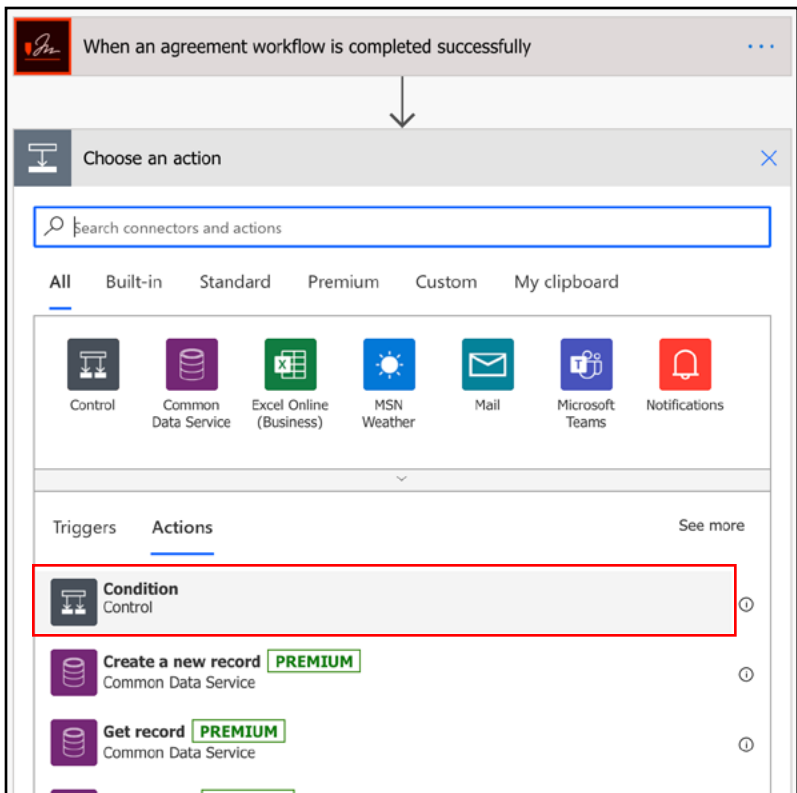
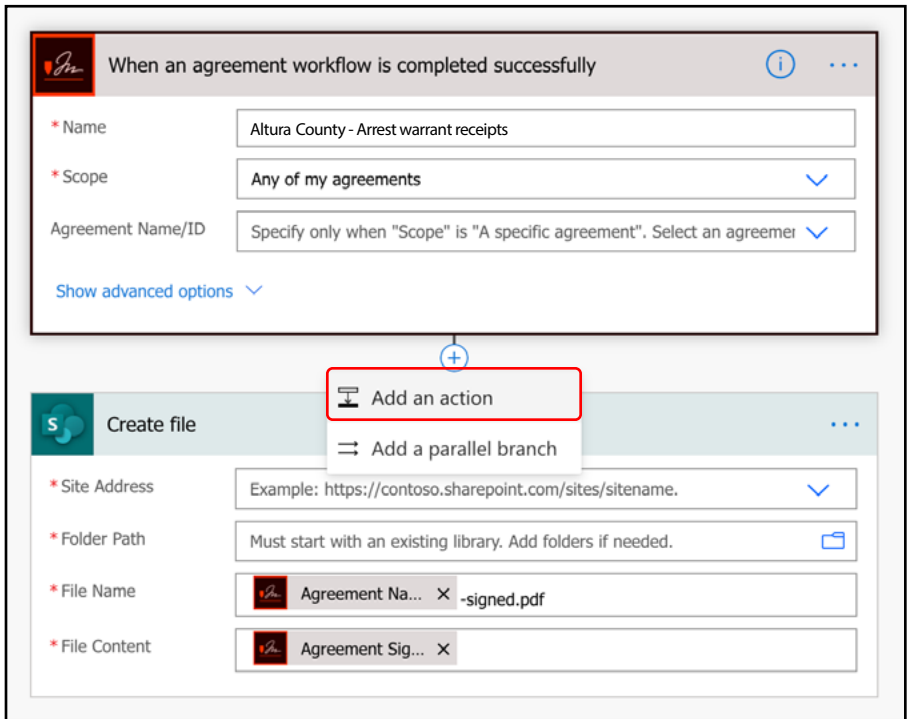


Now you will define the parameters of the workflow. The trigger (Adobe Sign agreement completed) and the end result (new document added to SharePoint library) have been added for you. You'll add the details.

1. First, enter a name for your workflow and set the scope to **Any of my agreements**.

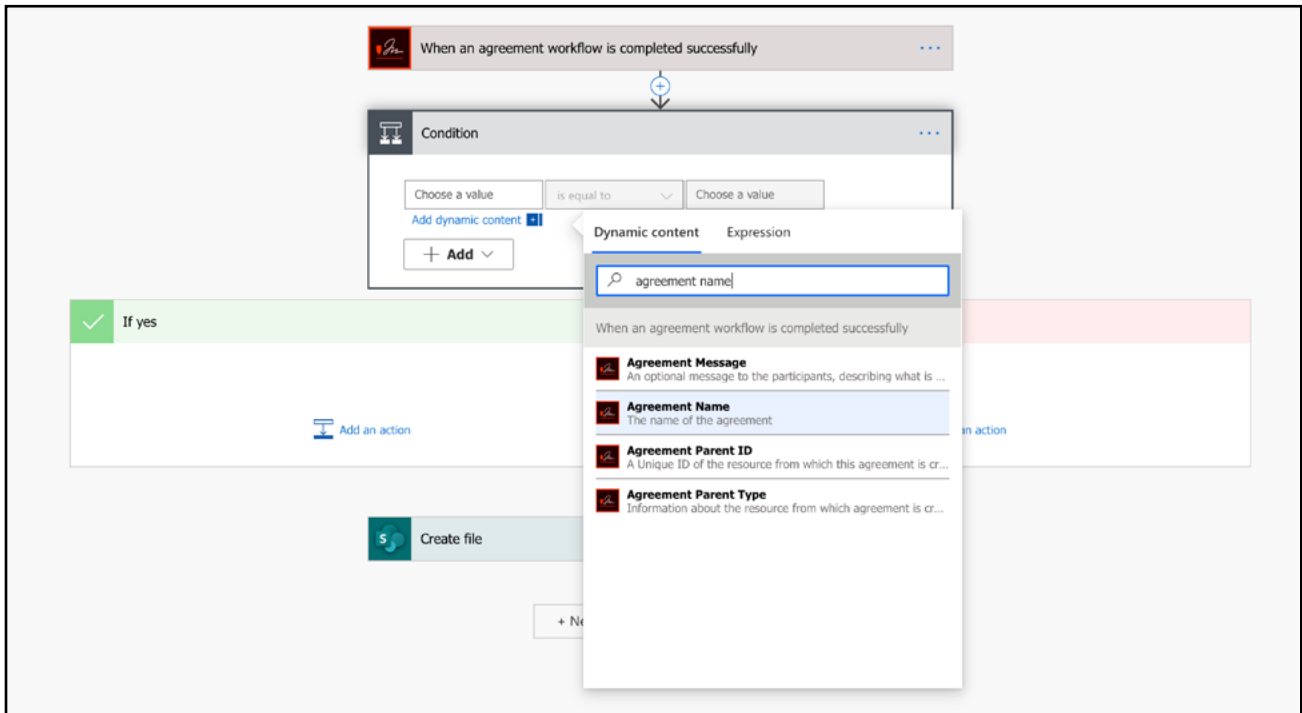


2. Add a new **condition** action between the trigger and the result.

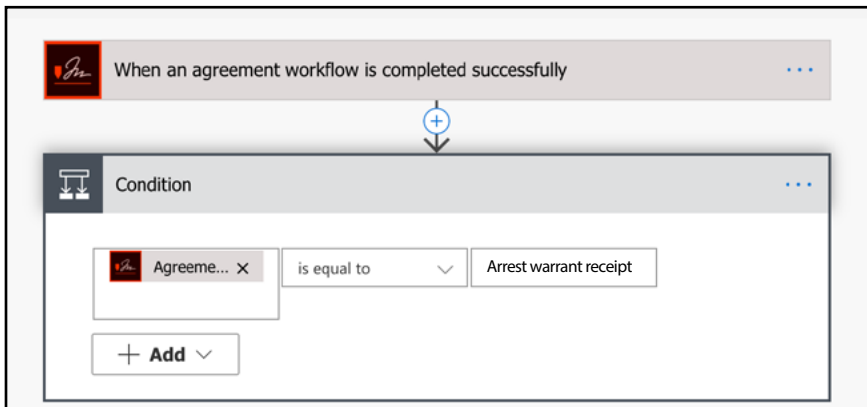


We want to save only the web form submissions, so we will create a condition that filters for forms named "Arrest warrant receipt."

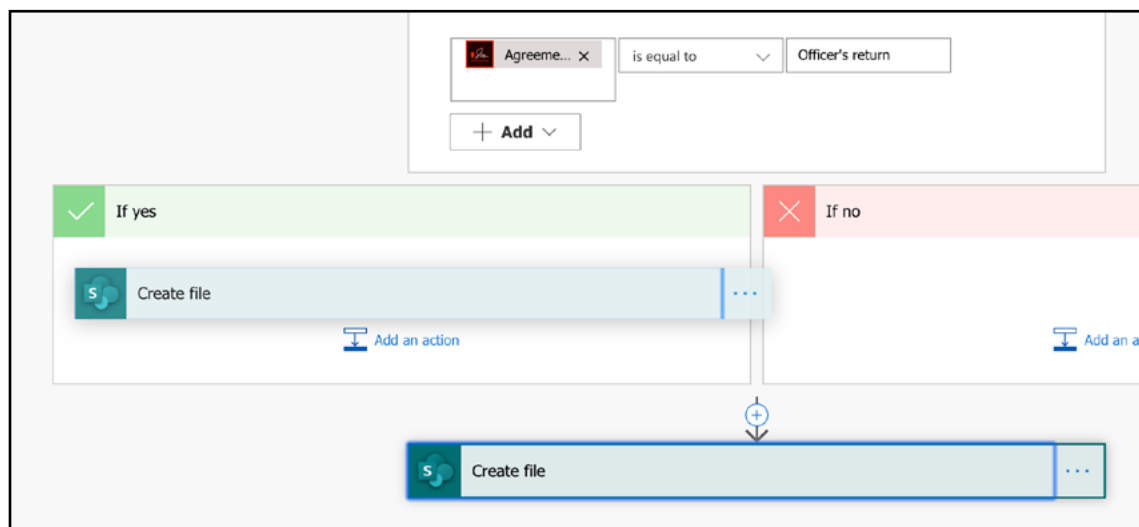
3. In the first field, click **Add dynamic content** and enter "agreement name." Select **Agreement Name** from the list.



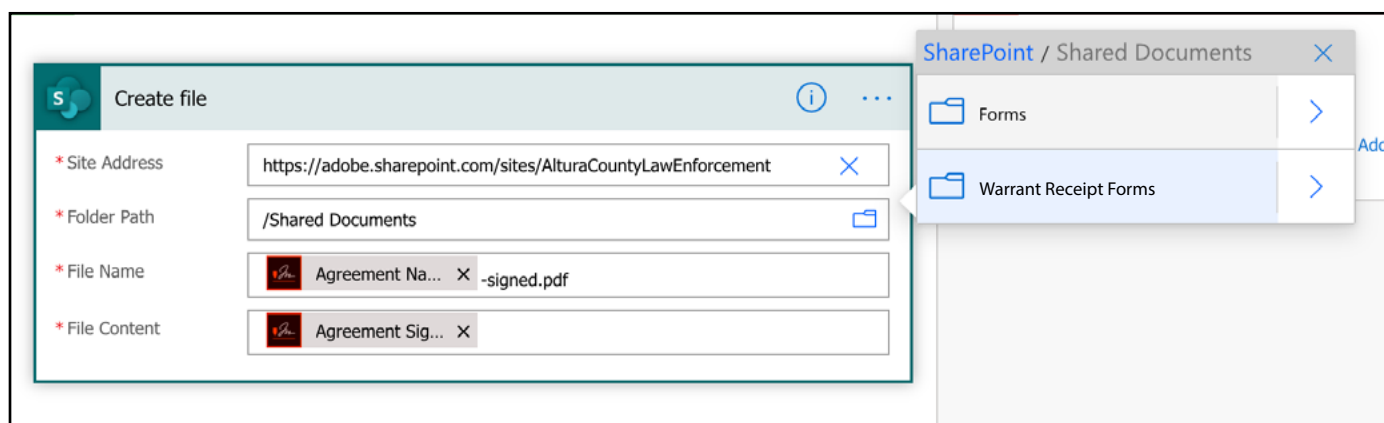
4. In the second field (after "is equal to"), enter the name of your web form. If you don't remember what it's called, you can refer to the Web Forms area of your Manage tab in Adobe Sign.



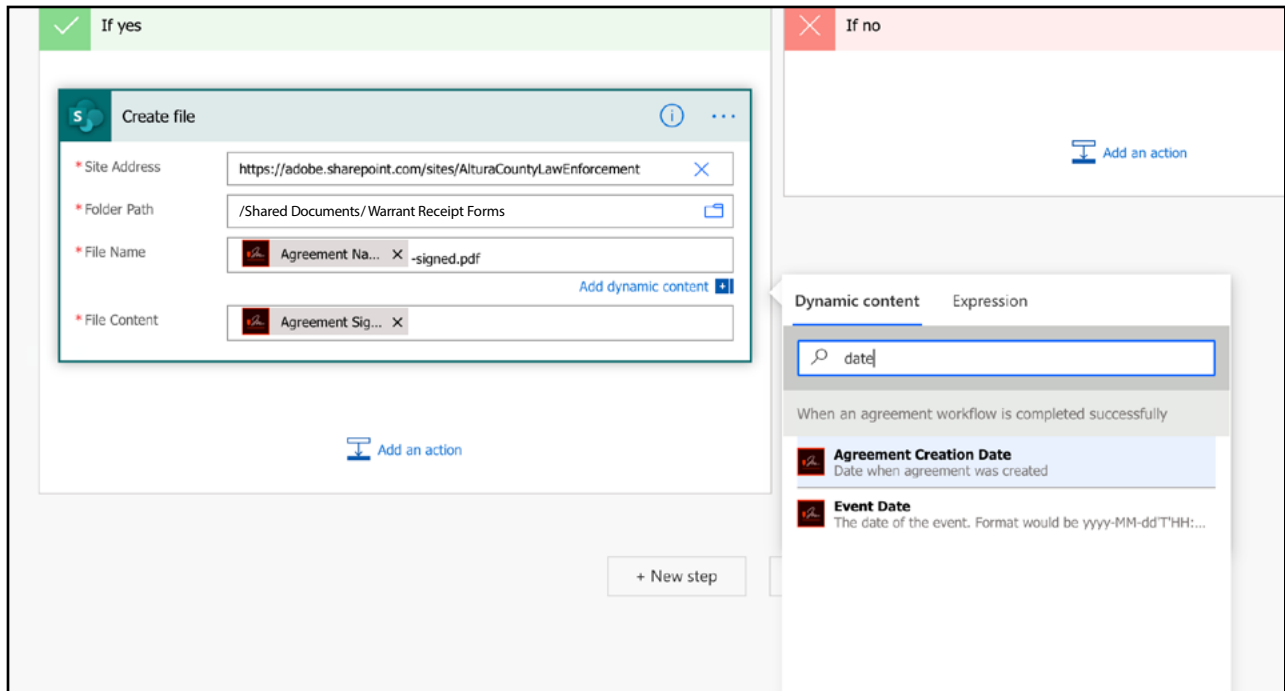
5. Drag and drop the result card marked **Create file** into the **If yes** box on the left.



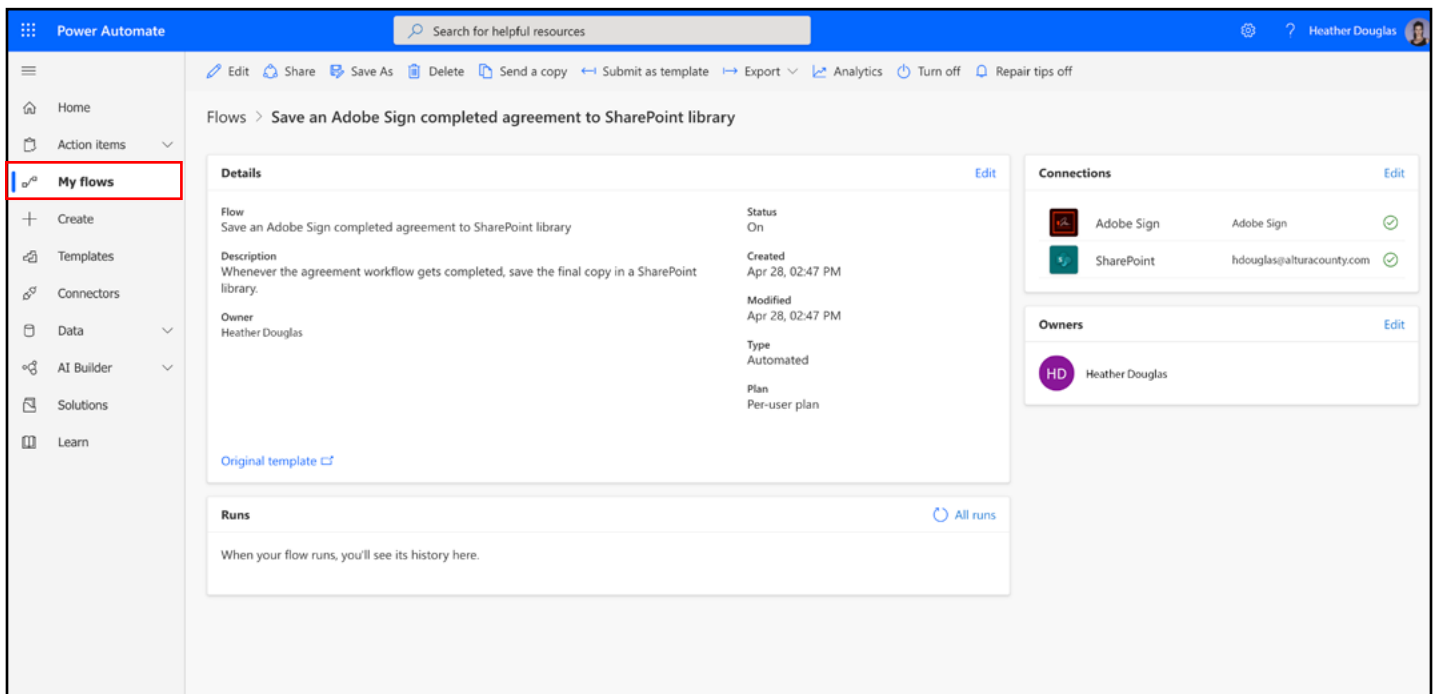
6. Click the **Create file** card to expand it. This is where you define where in SharePoint the new agreement should be placed. Enter your SharePoint site info, including the parent site and the folder where the signed agreements will be stored. In this example, we have created a folder for these forms called "Warrant Receipt Forms."



7. You may also decide on the naming conventions for each new agreement added to this folder. You can add dynamic content (determined by the particular agreement), such as the date the agreement was signed, or other information specific to the submitted document. By default, the agreement name is given the suffix "-signed.pdf"



8. Click **Save** when you're done.
9. To check on the workflow, you can find it under **My Flows** in the left rail of Power Automate. Clicking on the name of the workflow will show you its details and history.



PART 3

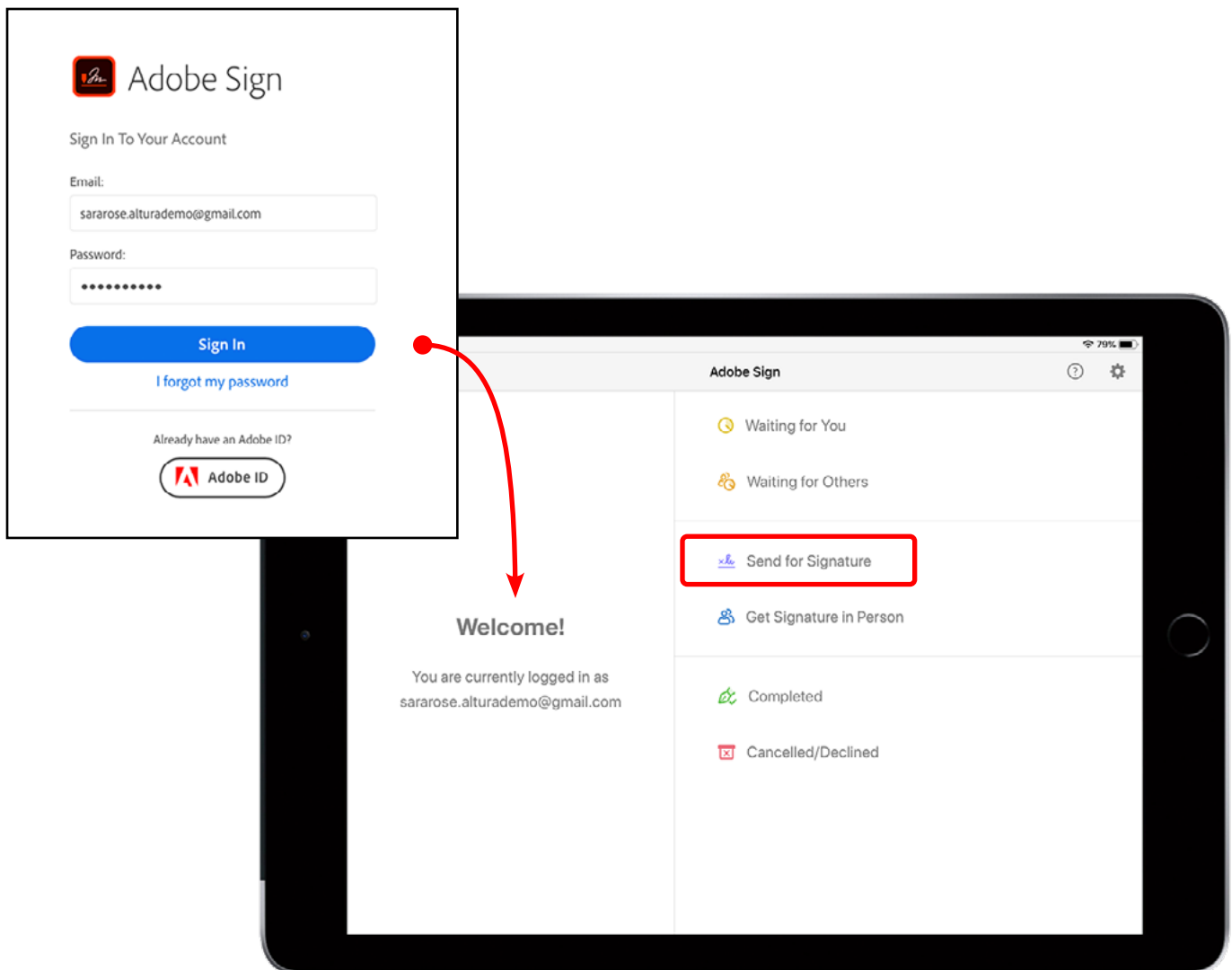
Send a remote warrant request for signature and submit a signed warrant receipt

Now that the remote warrant request process and documents have been set up, let's take a look at what the police officers' experience will be when they use them.

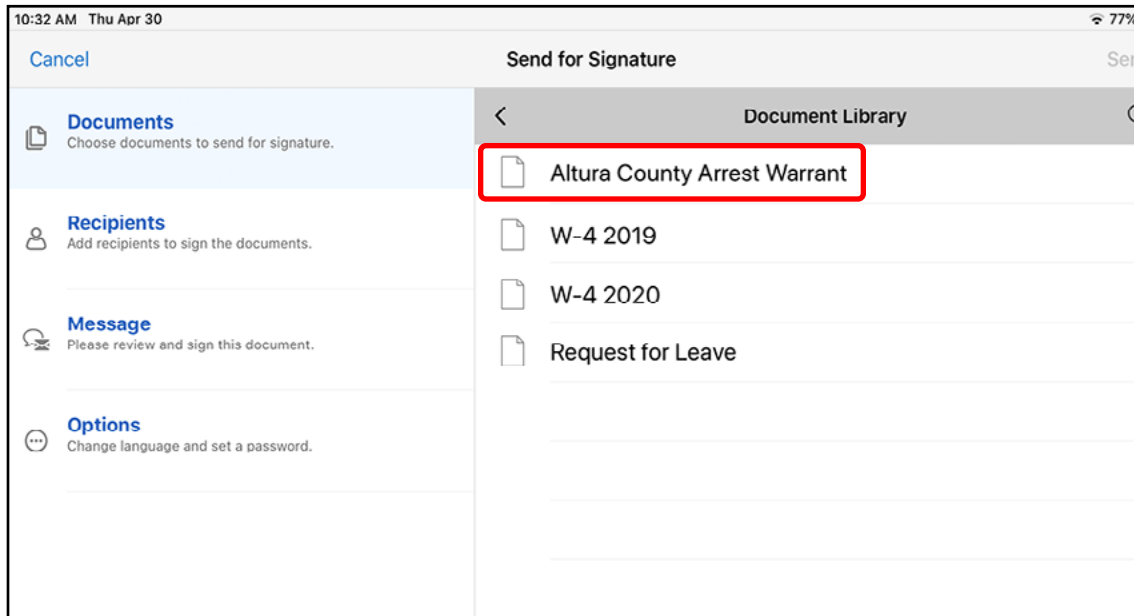
Send a remote warrant request

Please note: This process can be completed using Adobe Sign in a web browser or using the Adobe Sign mobile app. The below steps show the workflow on a tablet.

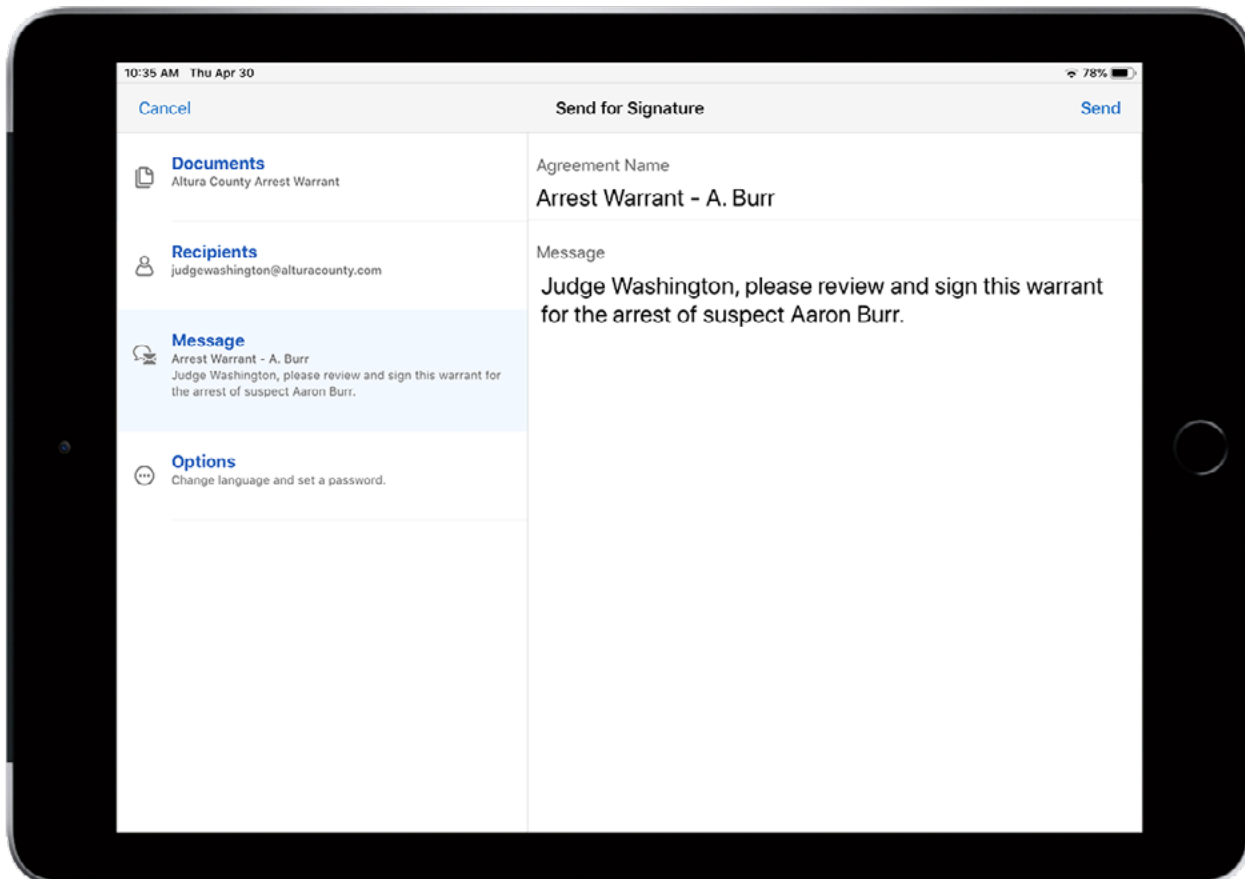
1. Officer Sara Rose opens the Adobe Sign mobile app her tablet, and logs in using her username and password credentials. She taps **Send for Signature** to begin a new signature request.



- The Send for Signature screen opens. Officer Rose starts by selecting the document that will be signed. To find the warrant template we prepared in Part 1, she taps on **Document Library**.
- From the available templates, Officer Rose selects **Altura County Arrest Warrant**.



- She taps **Recipients** and enters the email address of the judge who will sign the warrant.
- She also enters a custom message and agreement name to provide context.



6. She presses **Send** in the upper right corner of the screen to move forward.
7. Officer Rose previews the form, then presses the **Send** button to begin the signature request.

The screenshot shows a mobile application interface for creating an arrest warrant. The main form area contains the following text and fields:

- Defendant name** (label above a text input field)
- WARRANT OF ARREST** (Section Header)
- STATE OF TEXAS, TO ANY PEACE OFFICER OF THE STATE OF TEXAS — GREETINGS:
- You are hereby commanded to arrest [text input], Defendant, and bring [him/her] before the Municipal Court named above on the [DAY] day of [MONTH], [YEAR].
- [text input] has been accused of the fine-only misdemeanor offense: [text input]
- against the laws of the State of Texas and/or against the city ordinances of said city.
- not, but make due service and return of this warrant of arrest, showing how you executed the same.
- [DAY] of [MONTH], [YEAR]
- [text input]
- MUNICIPAL COURT
- [text input]
- City, Texas

The sidebar menu on the right includes:

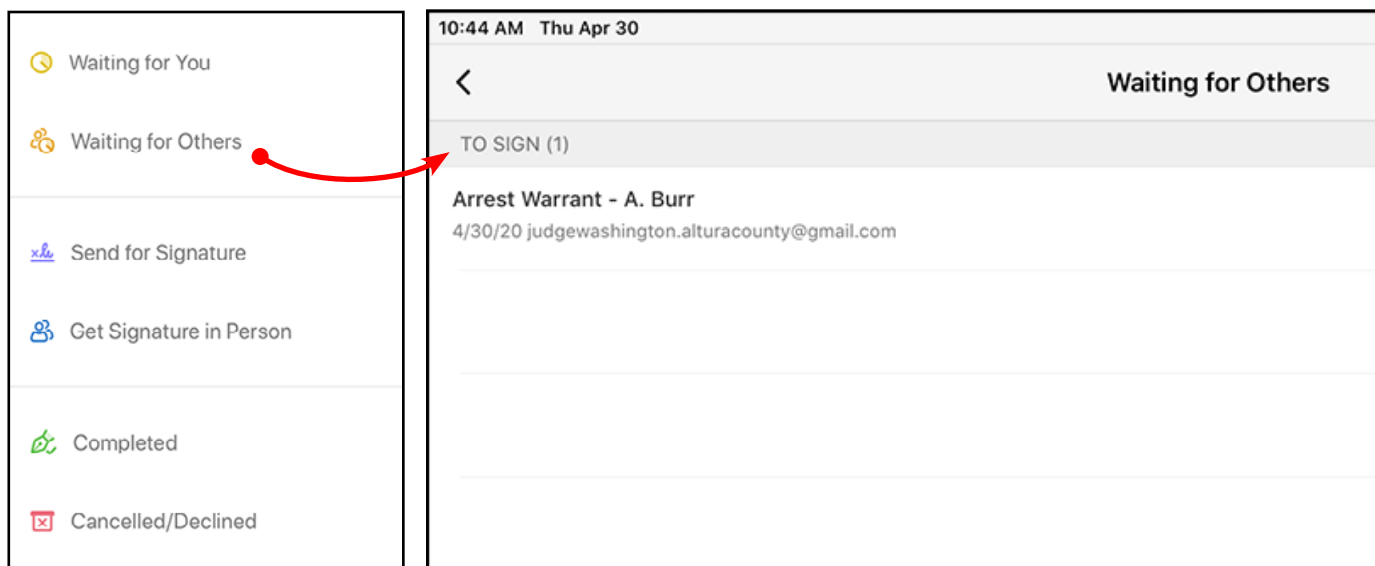
- Initials
- Signature Block
- Stamp
- Signer Info Fields (dropdown arrow)
- Data Fields (dropdown arrow)
- More Fields (dropdown arrow)
- Save to document library
- Send** (blue button)
- Reset Fields

8. The first step of the signature process is for Officer Rose to complete the warrant before sending to the judge for signature. She simply taps into the highlighted fields to enter the information.

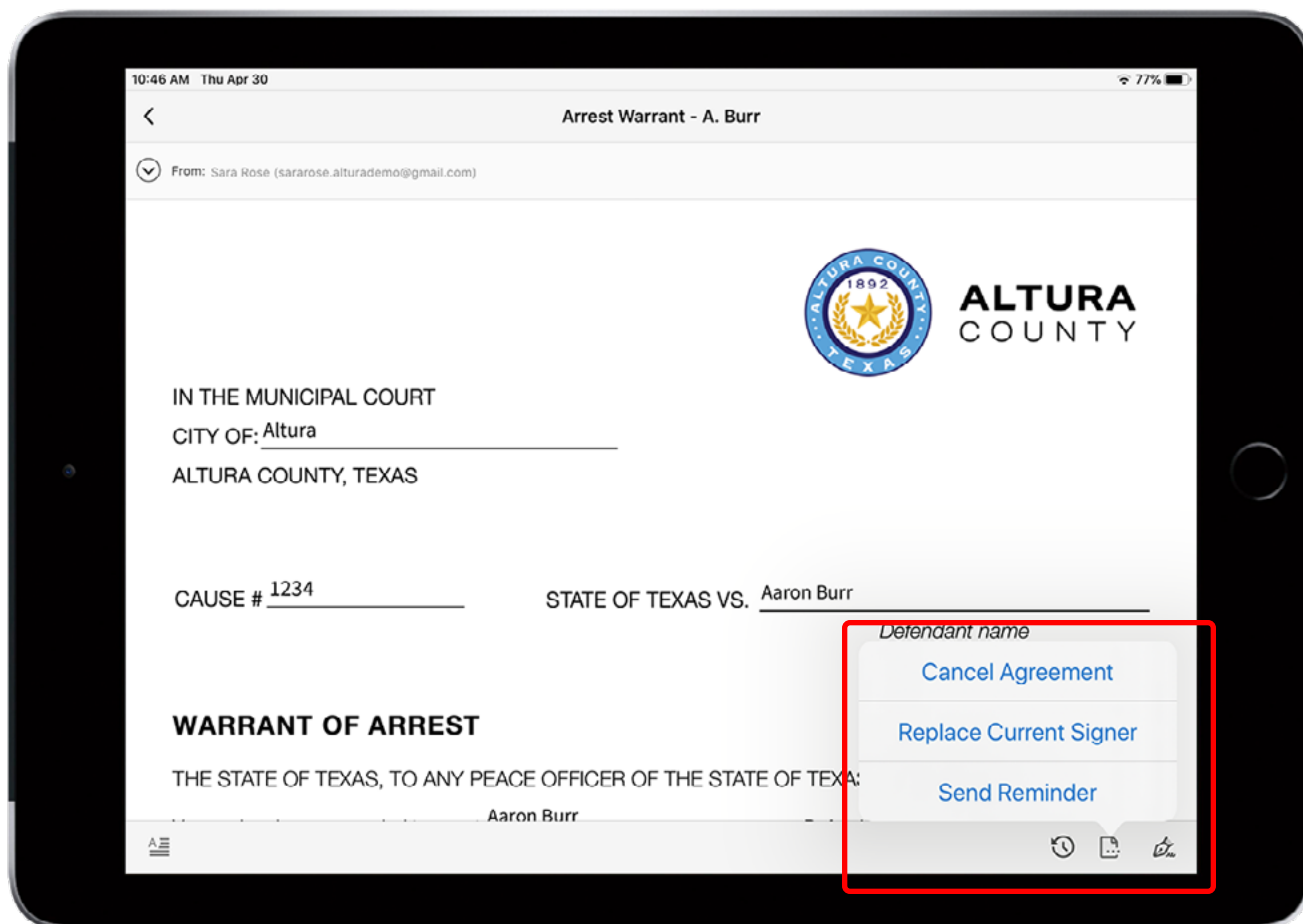
The screenshot shows a tablet displaying a completed 'Arrest Warrant - A. Burr' form. The interface includes a title bar with 'Arrest Warrant - A. Burr' and a 'Close' button. Below the title bar, there are 'Options' and 'Arrest Warrant - A. Burr' labels. A message reads 'Thank you for prefilling this document'. At the top right, there are 'Cancel' and 'Tap to Send' buttons. The form content includes:

- ALTURA COUNTY logo and name
- IN THE MUNICIPAL COURT
- CITY OF: Altura
- ALTURA COUNTY, TEXAS
- CAUSE # [text input] STATE OF TEXAS VS. [text input]
- Defendant name*
- WARRANT OF ARREST**
- THE STATE OF TEXAS, TO ANY PEACE OFFICER OF THE STATE OF TEXAS — GREETINGS:
- You are hereby commanded to arrest [text input], Defendant, and bring [him/her] before the Municipal Court named above on the [text input] day of [text input], [text input].

- When she has completed her part of the form, she is ready to send it on to the judge for a signature. She hits the button at the top of the screen marked **Tap to Send**.
- Now that the form is out for signature, she can view the active transaction by returning to the Adobe Sign app's home screen, tapping Waiting for Others and selecting the warrant name.



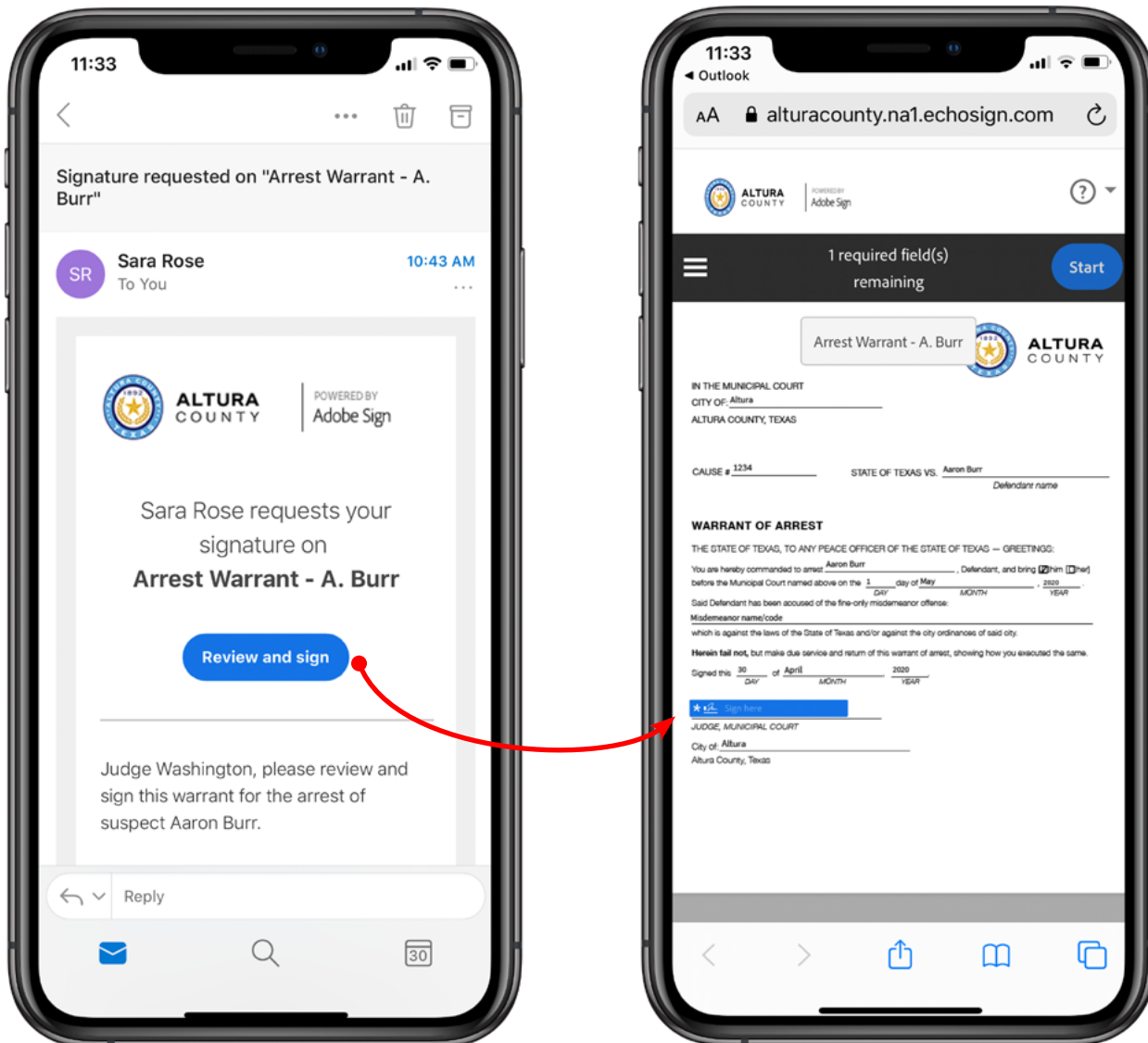
- On this page, Officer Rose could cancel the agreement, replace the signer if the original judge is unavailable, or send an email reminder to the current signer.



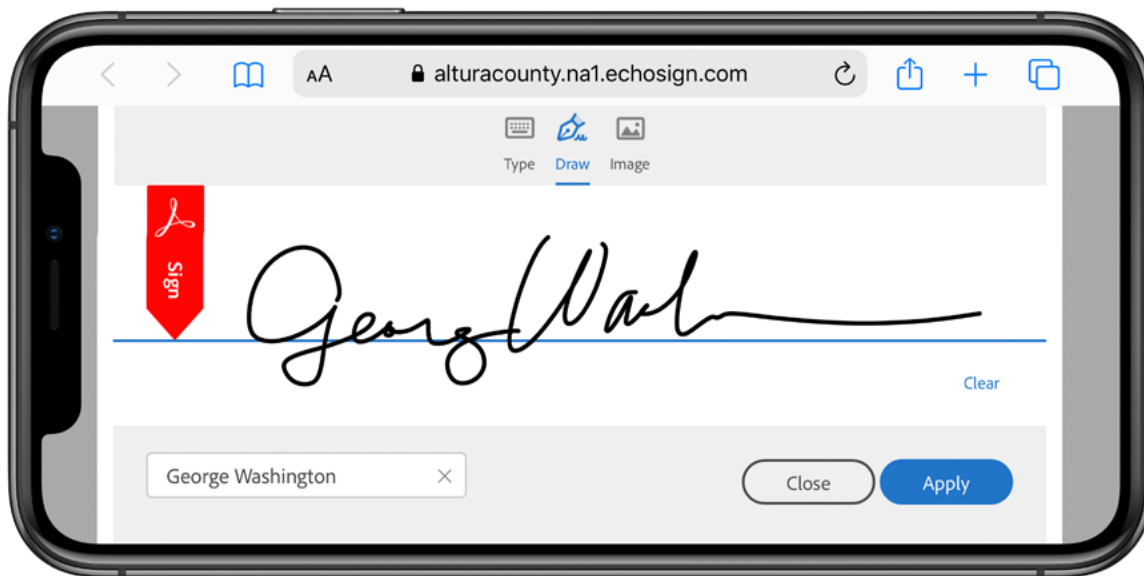
Sign a warrant request

Please note: This process can be completed using a web browser or a mobile device during a video conference with the police officer. The below steps show the workflow on a smartphone.

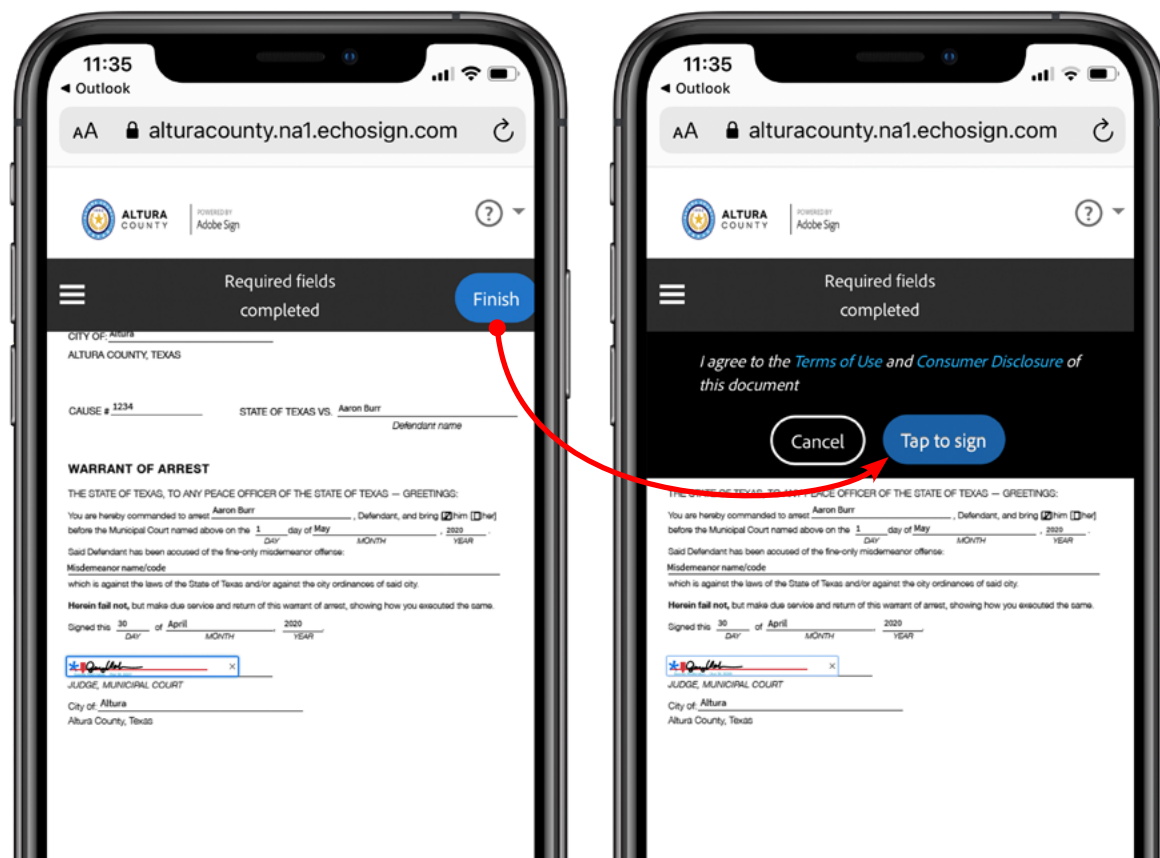
1. The judge will receive an email asking him to review and sign a document. From his phone, he taps the button marked **Review and Sign**.
2. The warrant opens in a new browser window. After reviewing the information on the form, Judge Washington is ready to sign the warrant. He taps the highlighted signature field.



3. He uses his finger to draw his signature, enters his name in the name field, then taps **Apply**.



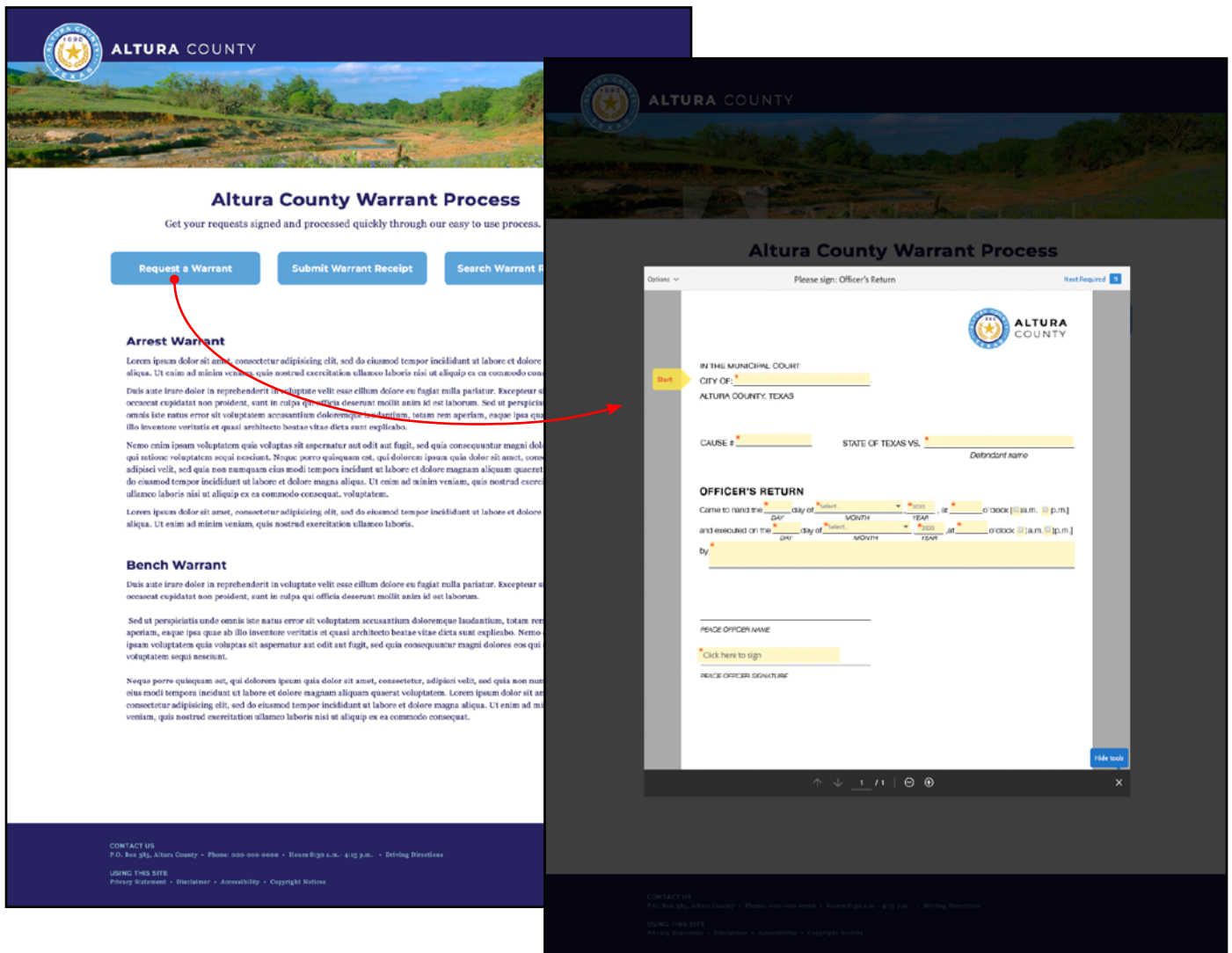
4. At the top of the screen, he taps **Finish**, then **Tap to Sign**.



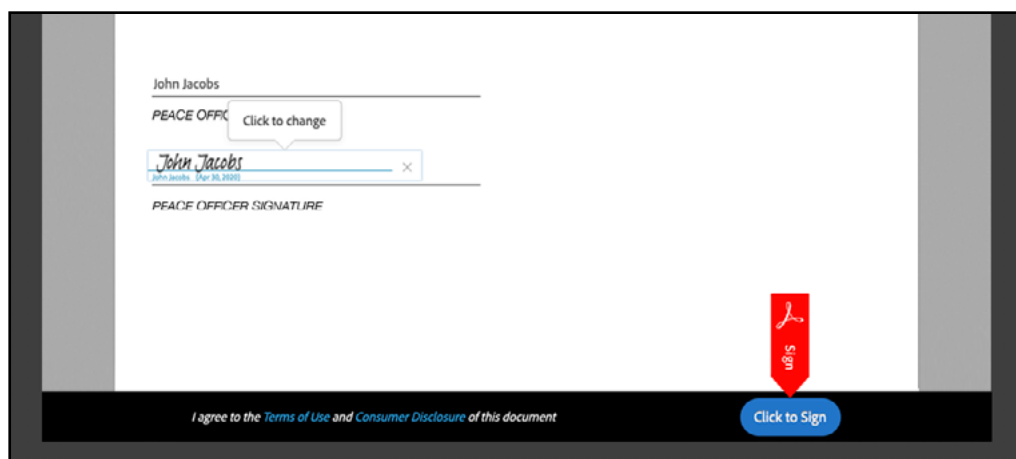
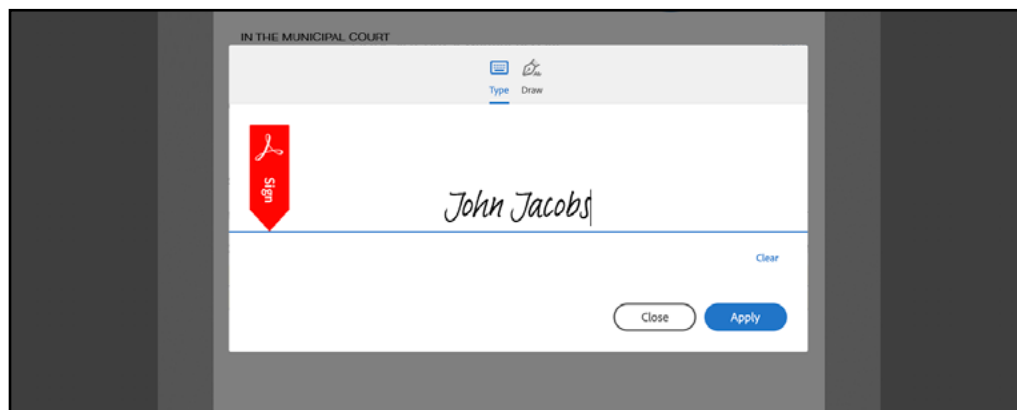
5. The warrant has now been signed and sent to the requesting officer. A copy has also been emailed to Judge Washington.

Submit a warrant receipt

1. Officer John Jacobs made the arrest using the signed warrant. He can access the web form with the URL or website you shared with the department. In the below example, the form has been embedded on an internal site for use by police officers.
2. With the form open, Officer Jacobs simply clicks into the highlighted fields to enter the information pertaining to the arrest.



3. When Officer Jacobs has finished filling out the form, he clicks the signature field to apply his signature to the document. Then, he clicks the button marked **Click to Sign**.



4. He will be prompted to enter his email address. Once he does so, he may click **Click to sign**. The document will be submitted to the form author, and automatically saved to the SharePoint folder as defined in Part 2.

