



## 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 >](#)

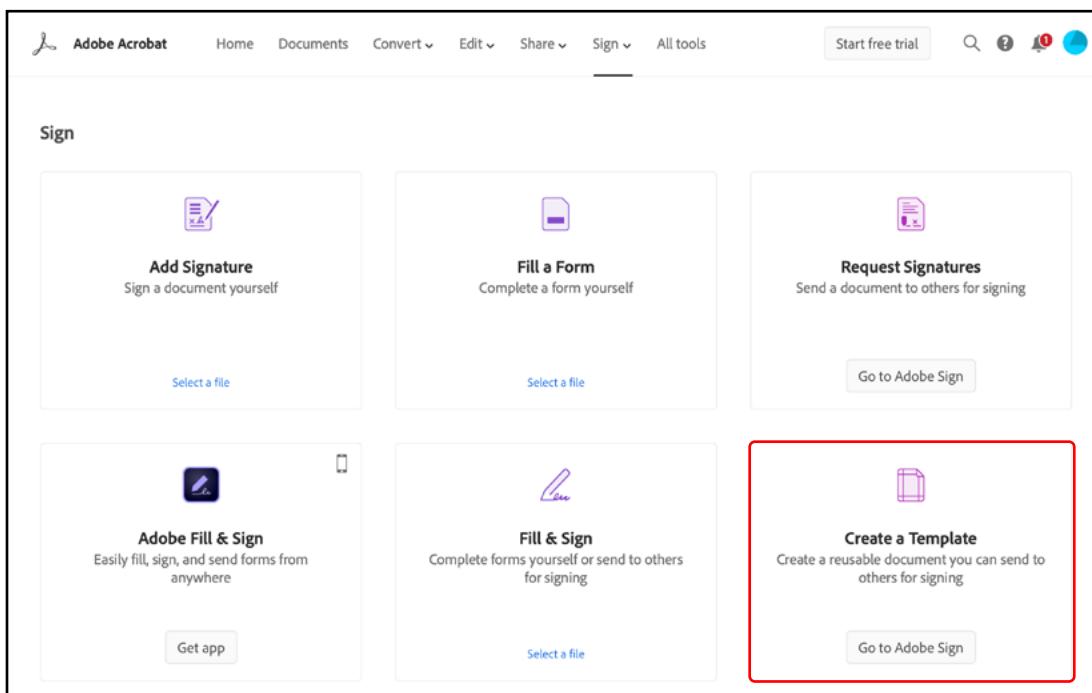
## PART 1

# Create a new library template

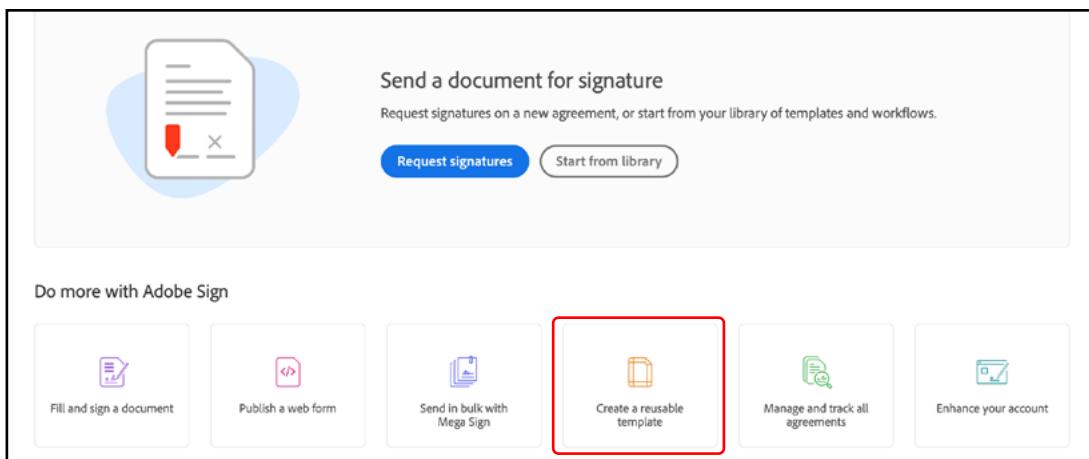
*Please note: The steps outlined in Part 1 require administrator privileges in Adobe Sign. If you do not see the functionality shown below in your Adobe Sign account, please contact your account administrator.*

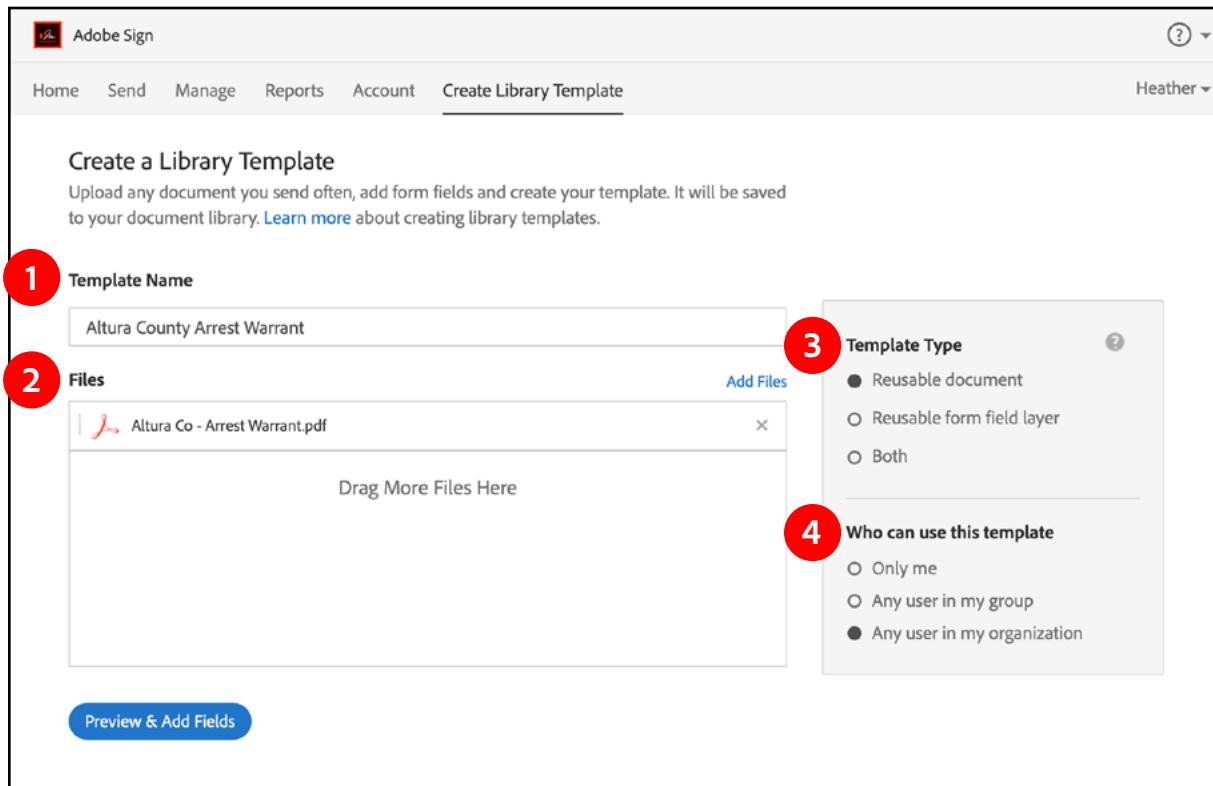
A library template is a reusable form you can share with your end users for quick access from their document library. Use it to send documents to one or many signers without the hassle of setting up a new form each time.

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.

Adobe Sign

Home Send Manage Reports Account Heather

Field Templates | Relative to Page | Navigate to...

IN THE MUNICIPAL COURT  
CITY OF: \_\_\_\_\_  
ALTURA COUNTY, TEXAS

CAUSE # \_\_\_\_\_ STATE OF TEXAS VS. \_\_\_\_\_  
*Defendant name*

**WARRANT OF ARREST**  
THE STATE OF TEXAS, TO ANY PEACE OFFICER OF THE STATE OF TEXAS — GREETINGS:

Template Properties

RECIPIENTS

- Sender (Prefill)
- Participant 1
- Participant 2
- Anyone

Stamp

Signer Info Fields

**WARRANT OF ARREST**

THE STATE OF TEXAS, TO ANY PEACE OFFICER OF THE STATE OF TEXAS — GREETINGS:

You are hereby commanded to arrest \_\_\_\_\_, Defendant, and bring  him  her before the Municipal Court named above on the \* day of \* , \* .  
DAY MONTH YEAR

Said Defendant has been accused of the fine-only misdemeanor offense:  
\*

which is against the laws of the State of Texas and/or against the city ordinances of said city.

Herein fail not, but make due service and return of this warrant of arrest, showing how you executed the same.

Signed this \* of \* , \* .  
DAY MONTH YEAR

JUDGE, MUNICIPAL COURT

City of: City \_\_\_\_\_  
Altura County, Texas

Signature Fields

- Signature
- Digital Signature
- Initials
- Signature Block
- Stamp

Signer Info Fields

Data Fields

More Fields

## 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.

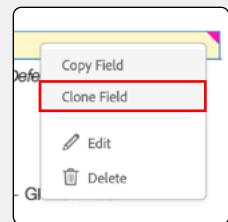
[See examples of field validation here.](#)

The screenshot shows the Adobe Sign form editor interface. On the left, there is a preview of a 'WARRANT OF ARREST' document. In the center, a 'Defendant name' field is selected, opening a properties dialog box. This dialog box contains the following settings:

- Assigned To: Sender (Prefill)
- Field Type: Text Input
- Value Type: Entered Value
- Required:  (checkbox is checked)
- Read Only:
- Mask field data:
- Multi-line data entry:
- Default Value: (empty input field)
- Tooltip: (empty input field)
- Validation: None
- Conditions: (dropdown menu)
- Appearance: (dropdown menu)
- Tools: (dropdown menu)

At the bottom of the dialog are three buttons: 'Delete Field', 'Cancel', and 'OK'. A red box highlights the entire properties dialog. On the right side of the editor, there is a sidebar titled 'Template Properties' with sections for 'RECIPIENTS', 'Signature Fields', 'Signer Info Fields', and 'Data Fields'. The 'Data Fields' section is expanded, showing options like Text Input, Drop Down, Check Box, Radio Button, and Image. Below this is a 'More Fields' section and a 'Transaction Fields' section.

**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.



- 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**.

The screenshot shows the Adobe Sign Home screen. At the top, it displays "Welcome, Heather" and three status indicators: "31 IN PROGRESS", "1 WAITING FOR YOU", and "EVENTS AND ALERTS". Below this is a large central area titled "Send a document for signature" with a sub-instruction "Request signatures on a new agreement, or start from your library of templates and workflows." It features two buttons: "Request signatures" (blue) and "Start from library" (grey). At the bottom, there is a section titled "Do more with A" containing several tool tiles. One tile, "Publish a web form", is highlighted with a red rectangular box. Other tiles include "Fill and sign a document", "Send in bulk with Mega Sign", "Create a reusable template", "Manage and track all agreements", and "Enhance your account".

- 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.

The screenshot shows the 'Create a web form' page in Adobe Sign. At the top, there are tabs for Home, Send, Manage, Reports, Account, and Create Web Form. The 'Create Web Form' tab is selected. Below the tabs, there's a section titled 'Create a web form' with a sub-instruction: 'You can create reusable web forms that you share or embed on your website for visitors to easily fill and sign.' There are three main configuration sections: 'Web Form Name' (set to 'Arrest warrant receipt'), 'Web Form Recipient Role' (set to 'Signer'), and 'Web Form Authentication' (set to 'None'). To the right of these is a preview area showing a red PDF icon. Below these sections is a 'Counter-Signers (optional)' field containing a row for '1' signer with a placeholder 'Enter recipient email'. A 'Show CC' link is located just below this field. On the right side of the page, there's a sidebar with 'Add Files' and 'Options' (which includes 'Password Protect' and 'Recipients' Language set to 'English-US').

- 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.

The first screenshot shows the 'Counter-Signers (optional)' field with a '1' entry and a placeholder 'Enter recipient email'. Below this is a blue 'Show CC' link. The second screenshot shows the same field after the 'Show CC' link was clicked, revealing a text input field containing the email address 'CountyClerk@alturacounty.com'.

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

The screenshot shows the Adobe Sign interface with a document template for a warrant. A context menu is open over a 'Cause #' field, displaying its properties. The 'Assigned To' dropdown is set to 'Web Form Signer'. The 'Field Type' is 'Text Input' and 'Value Type' is 'Entered Value'. Other options like 'Required', 'Mask field data', and 'Default value may come from URL' are shown. The right sidebar lists 'RECIPIENTS' (Web Form Signer), 'Signature Fields', 'Signer Info Fields', 'Data Fields' (with sub-options like Text Input, Drop Down, Check Box, Radio Button, Image), 'More Fields', and 'Transaction Fields'. A 'Save' button is at the bottom right.

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."

The screenshot shows the Adobe Sign interface with a blue callout box in the top-left corner containing the text: "Form fields were detected in this document. On each page, click this button to place them." The sidebar on the right lists 'RECIPIENTS' (Web Form Signer), 'Signature Fields' (Signature, Digital Signature), and 'Transaction Fields'.

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:

The screenshot shows the Adobe Sign interface with a green box highlighting the message: "Your web form 'Arrest warrant receipt' is ready to use". Below this, there are two sections: "Web Form URL" containing the URL "https://homecaredemo.na1.echosign.com/public/esignWidget?wid=CB" and "Web Form Embed Code" containing the code "<iframe src="https://homecaredemo.na1.echosign.com/public/esignW". The "Web Form Embed Code" section is also highlighted with a red box. At the top right, there is a user profile for "Heather".

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**.

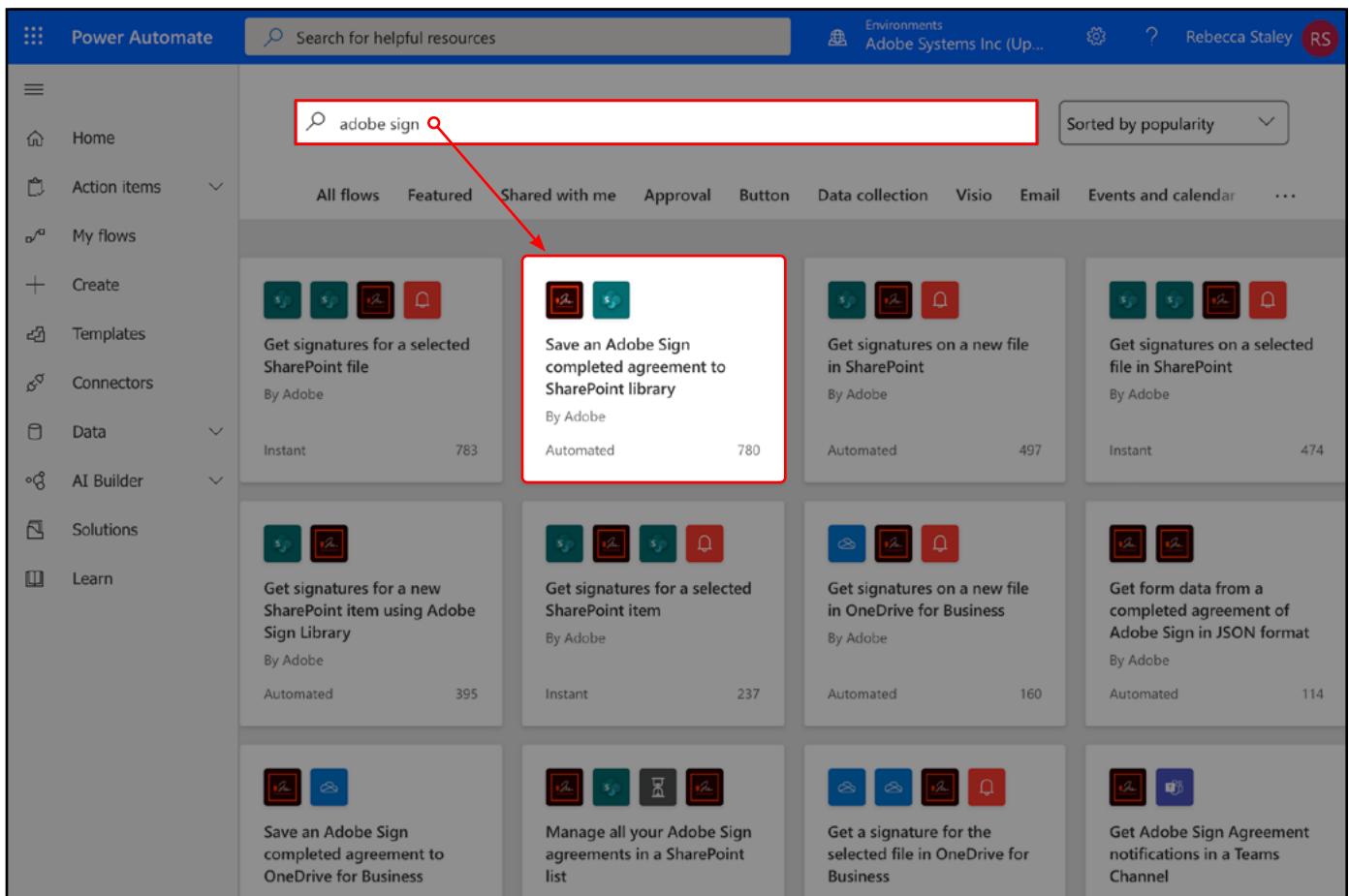
The screenshot shows the Adobe Sign interface. At the top, there's a navigation bar with links for Home, Send, Manage (which is underlined), Reports, and Account. On the far right, it says "Heather". Below the navigation is a search bar with the placeholder "Search for agreements and users..." and a "Switch to Classic Experience" link. To the left, there's a sidebar titled "Your agreements" with a dropdown arrow. It lists various status filters: In Progress (35), Waiting for You (1), Completed, Canceled, Expired, Draft, Templates, Web Forms (which is selected and highlighted in grey), and Mega Sign. The main content area is titled "Web Forms" and shows a table with one row. The table columns are "TITLE", "STATUS", and "MODIFIED". The single row contains "Arrest warrant receipt", "Active", and "4/24/2020". Above this table are "Filters" and a search bar. To the right of the table is a sidebar with sections for "Status: Active" (with a "Disable" button), "Web Form Recipient" (Role: Signer), "Actions" (with options like Open Web Form, Get Code, Edit Web Form, Download PDF, Download Form Field Data, and a "See 4 more" link), and "Agreements" (1 All, 1 In Progress). There's also a "Activity" section at the bottom of the sidebar.

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.

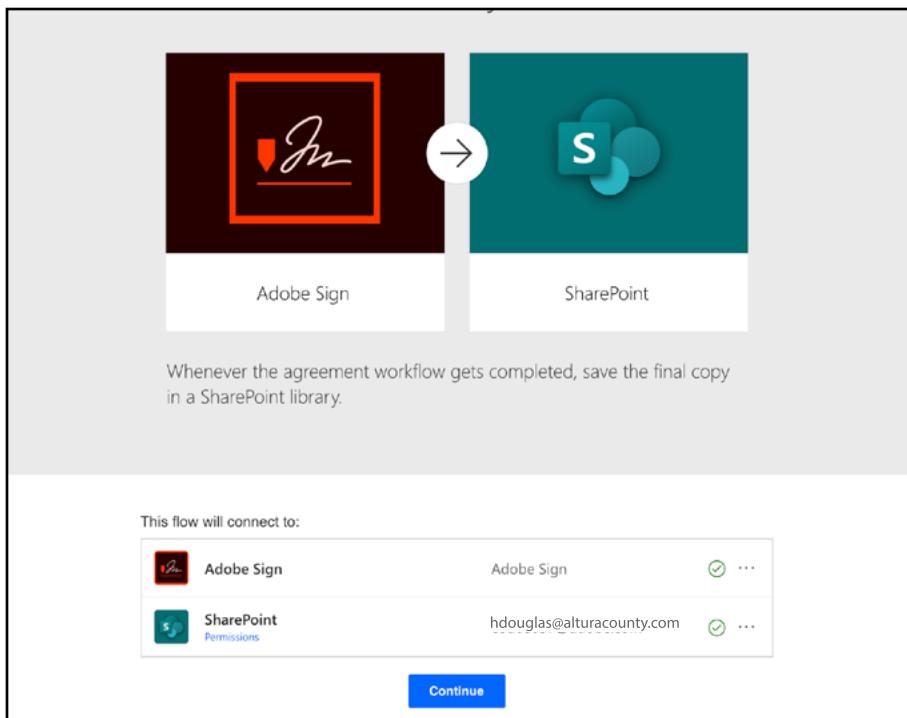
# Automatically save web form submissions to SharePoint

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.

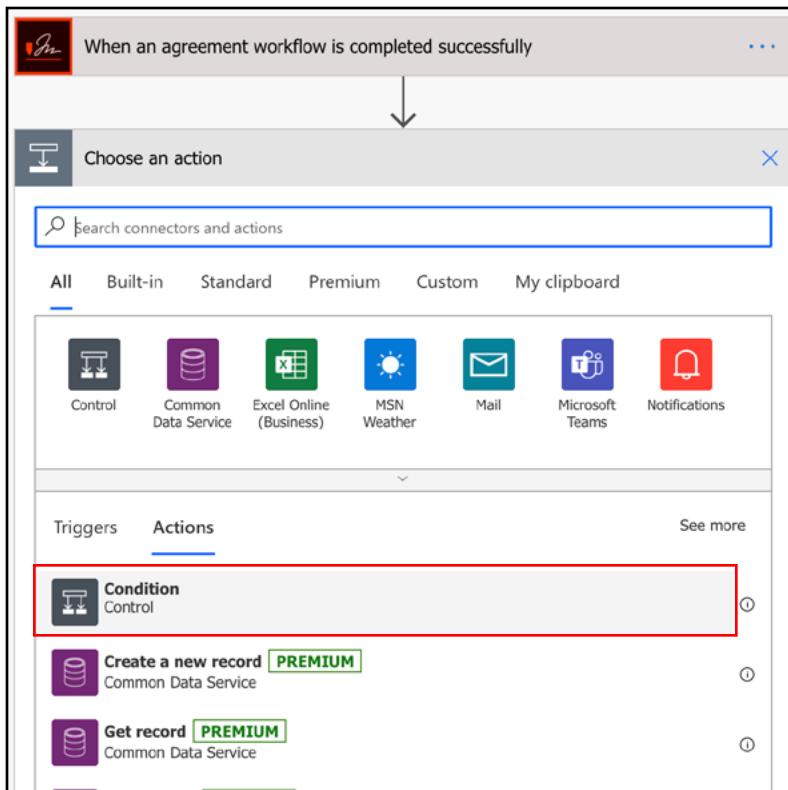
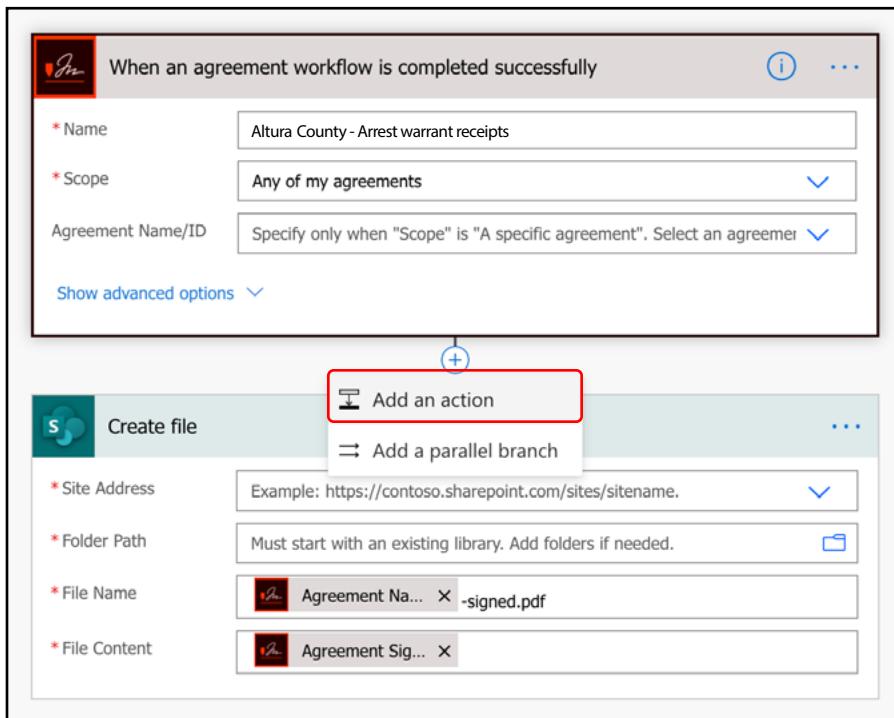


Now you will define the parameters of the workflow. The trigger (Adobe Sign agreement completed) and the end result (new document added to SharePoint library) have been added for you. You'll add the details.

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

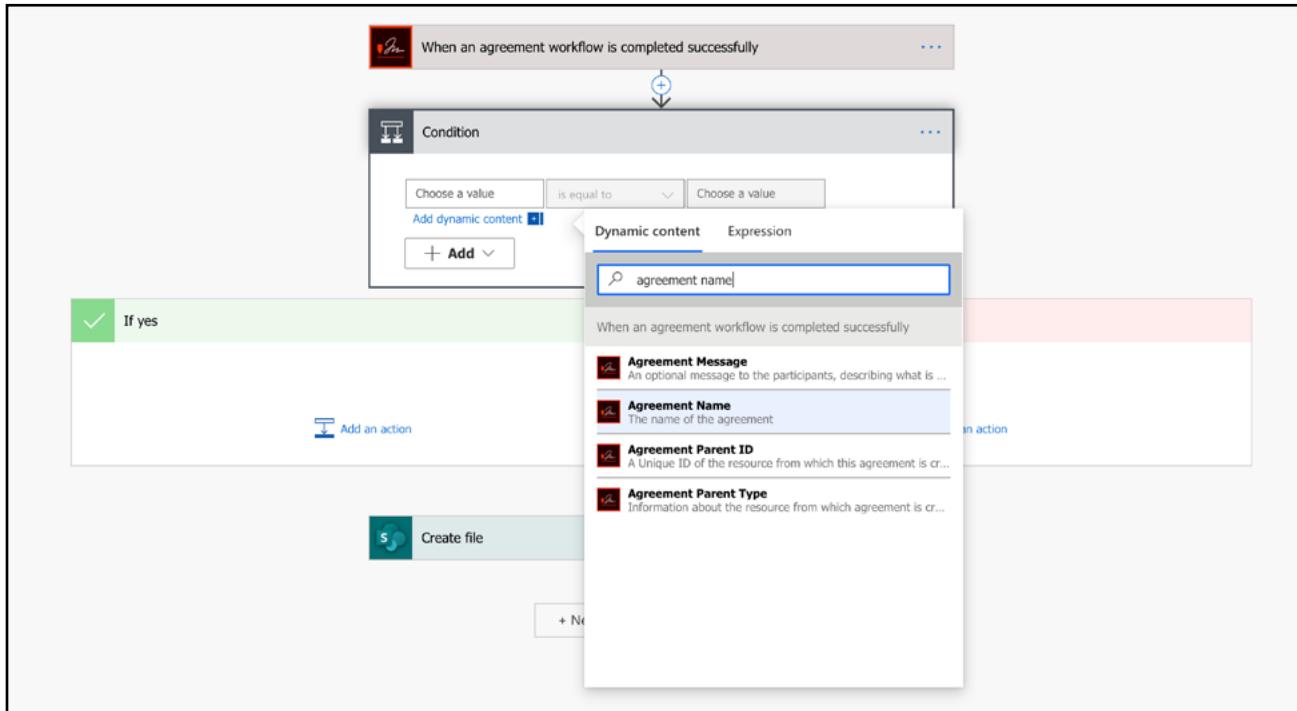
The screenshot shows the Microsoft Flow builder interface. The top part displays a 'When an agreement workflow is completed successfully' trigger. The 'Name' field is set to 'Altura County - Arrest warrant receipts' and the 'Scope' field is set to 'Any of my agreements'. The bottom part shows a 'Create file' action, which is part of the workflow. It requires specifying a 'Site Address' (e.g., https://contoso.sharepoint.com/sites/sitename), a 'Folder Path' (Must start with an existing library. Add folders if needed.), a 'File Name' (e.g., Agreement Na... -signed.pdf), and 'File Content' (e.g., Agreement Sig...).

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

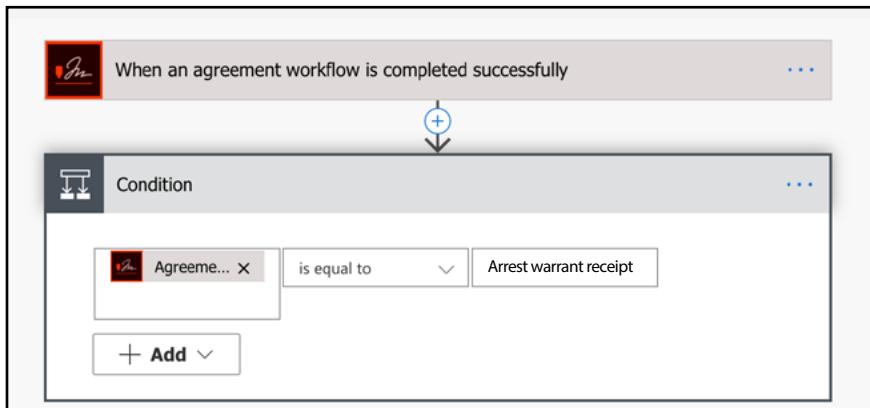


We want to save only the web form submissions, so we will create a condition that filters for forms named "Arrest warrant receipt."

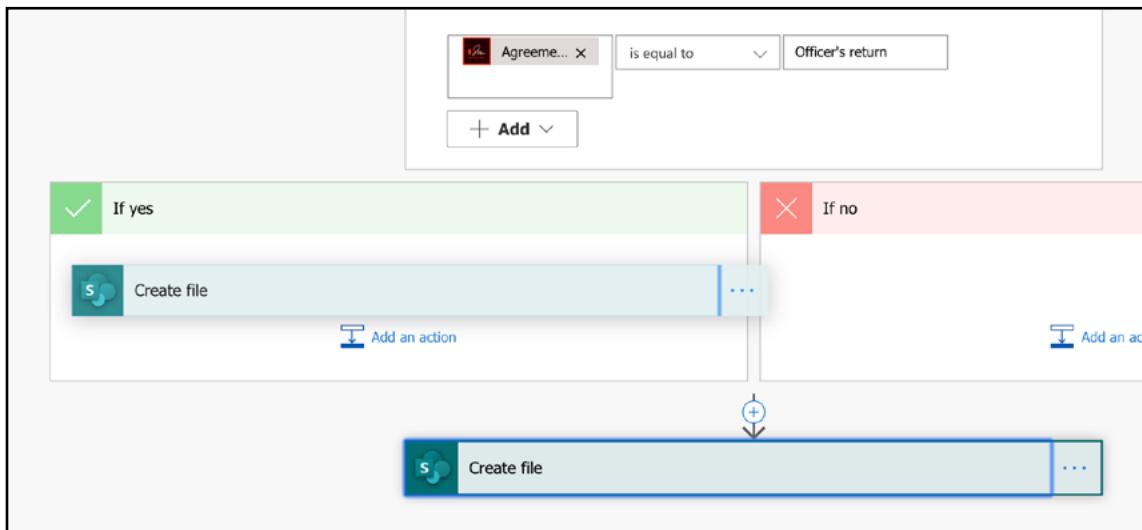
3. In the first field, click **Add dynamic content** and enter "agreement name." Select **Agreement Name** from the list.



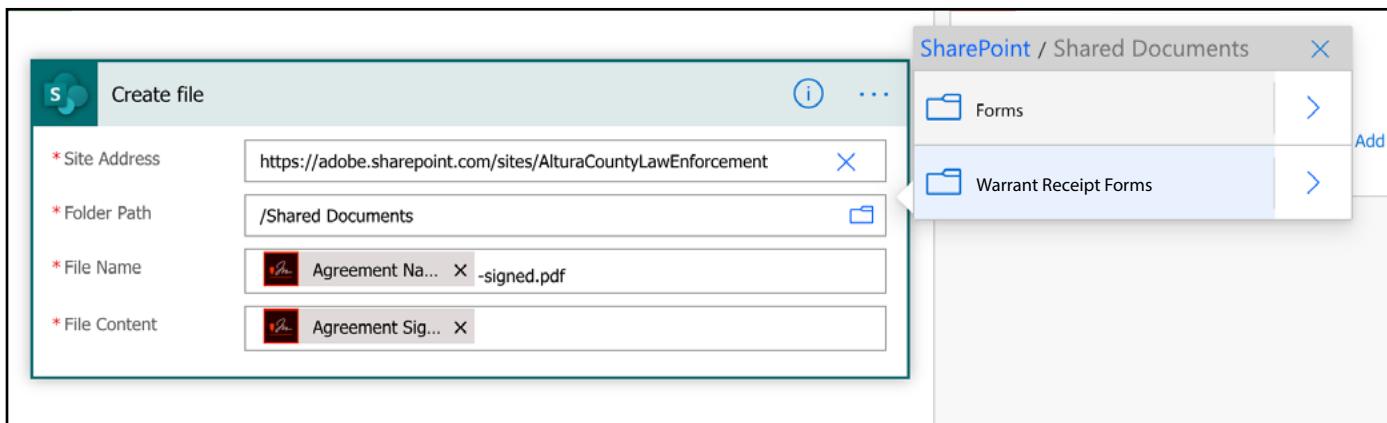
4. In the second field (after "is equal to"), enter the name of your web form. If you don't remember what it's called, you can refer to the Web Forms area of your Manage tab in Adobe Sign.



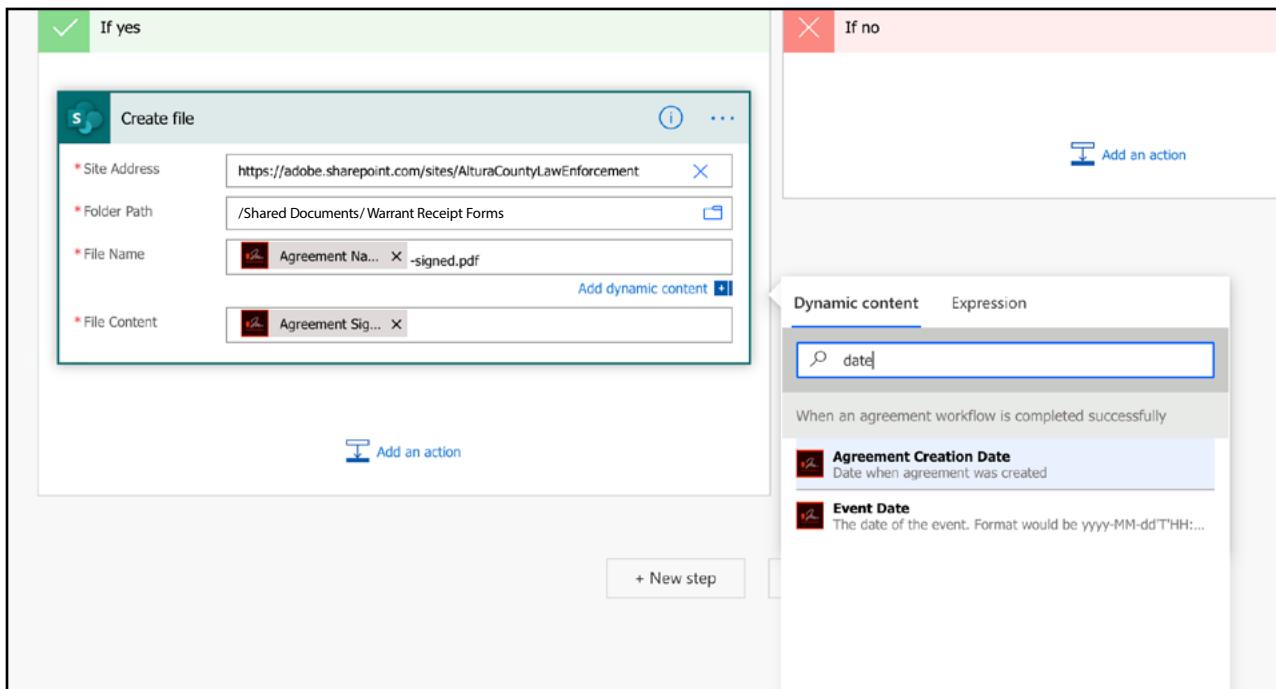
5. Drag and drop the result card marked **Create file** into the **If yes** box on the left.



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.

**Details**

Flow	Save an Adobe Sign completed agreement to SharePoint library	Status	On
Description	Whenever the agreement workflow gets completed, save the final copy in a SharePoint library.	Created	Apr 28, 02:47 PM
Owner	Heather Douglas	Modified	Apr 28, 02:47 PM
		Type	Automated
		Plan	Per-user plan

**Connections**

- Adobe Sign (Connected)
- SharePoint (Connected)

**Runs**

When your flow runs, you'll see its history here.

## PART 3

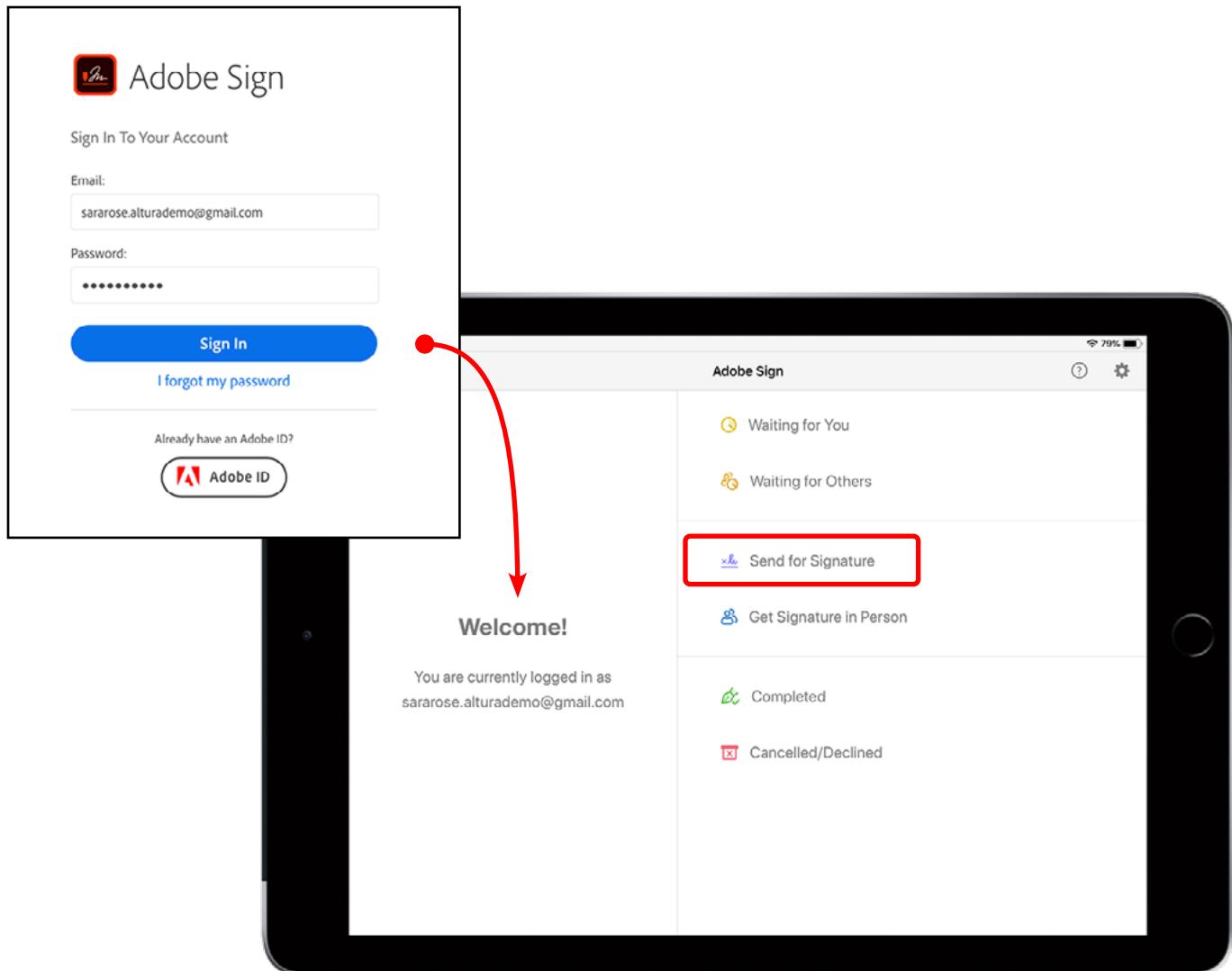
# Send a remote warrant request for signature and submit a signed warrant receipt

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.

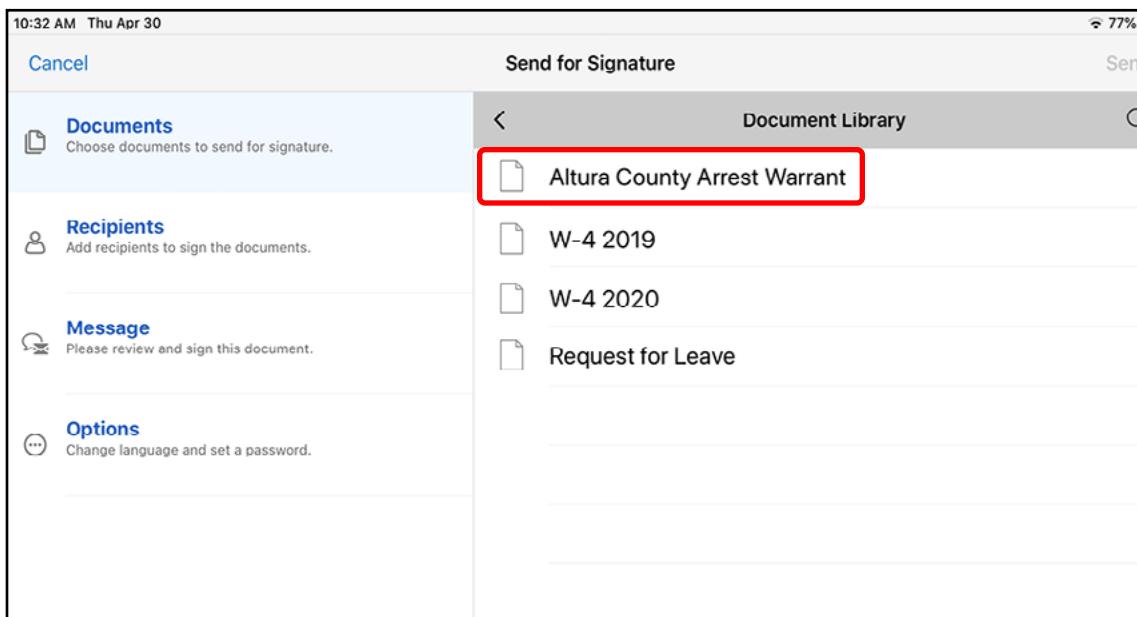
## Send a remote warrant request

**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.

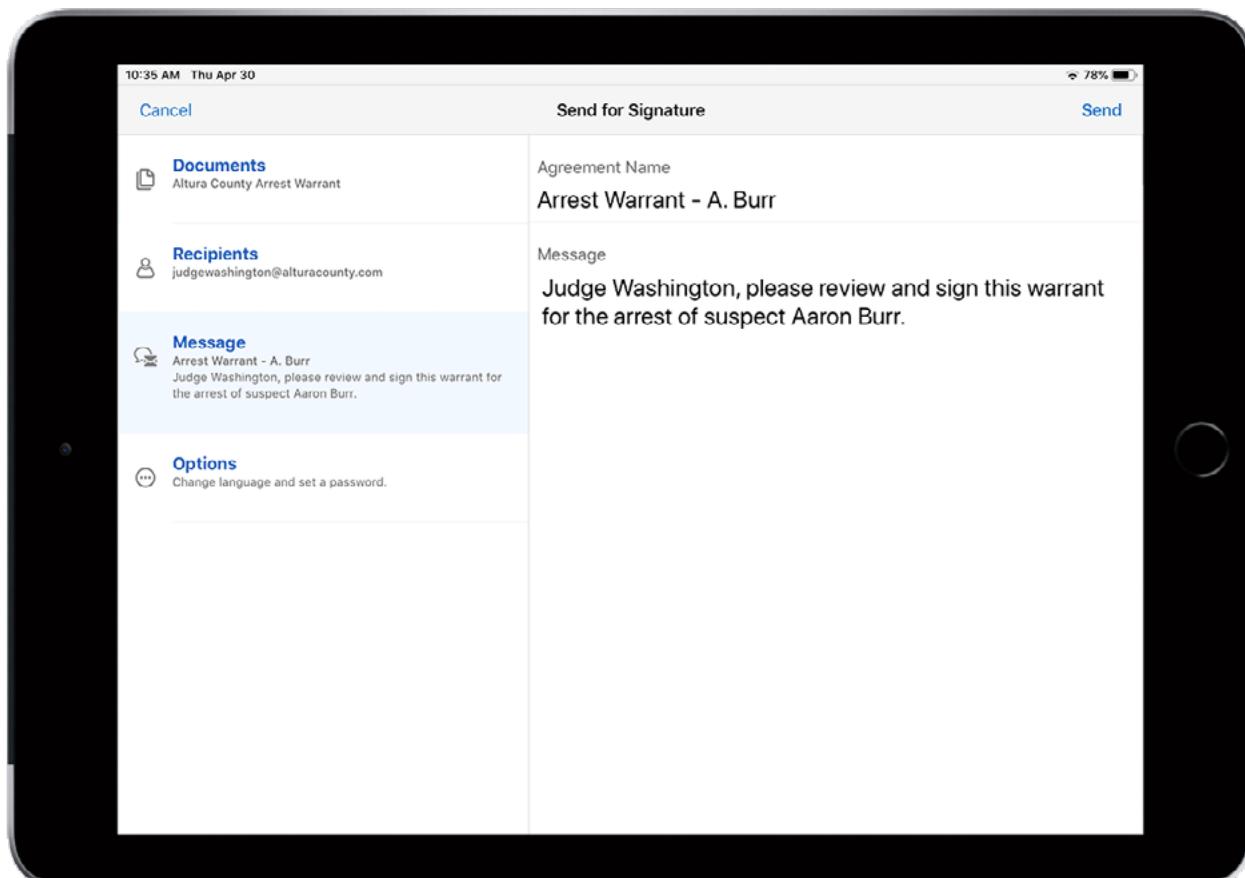
1. Officer Sara Rose opens the Adobe Sign mobile app her tablet, and logs in using her username and password credentials. She taps **Send for Signature** to begin a new signature request.



2. 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**.
3. From the available templates, Officer Rose selects **Altura County Arrest Warrant**.



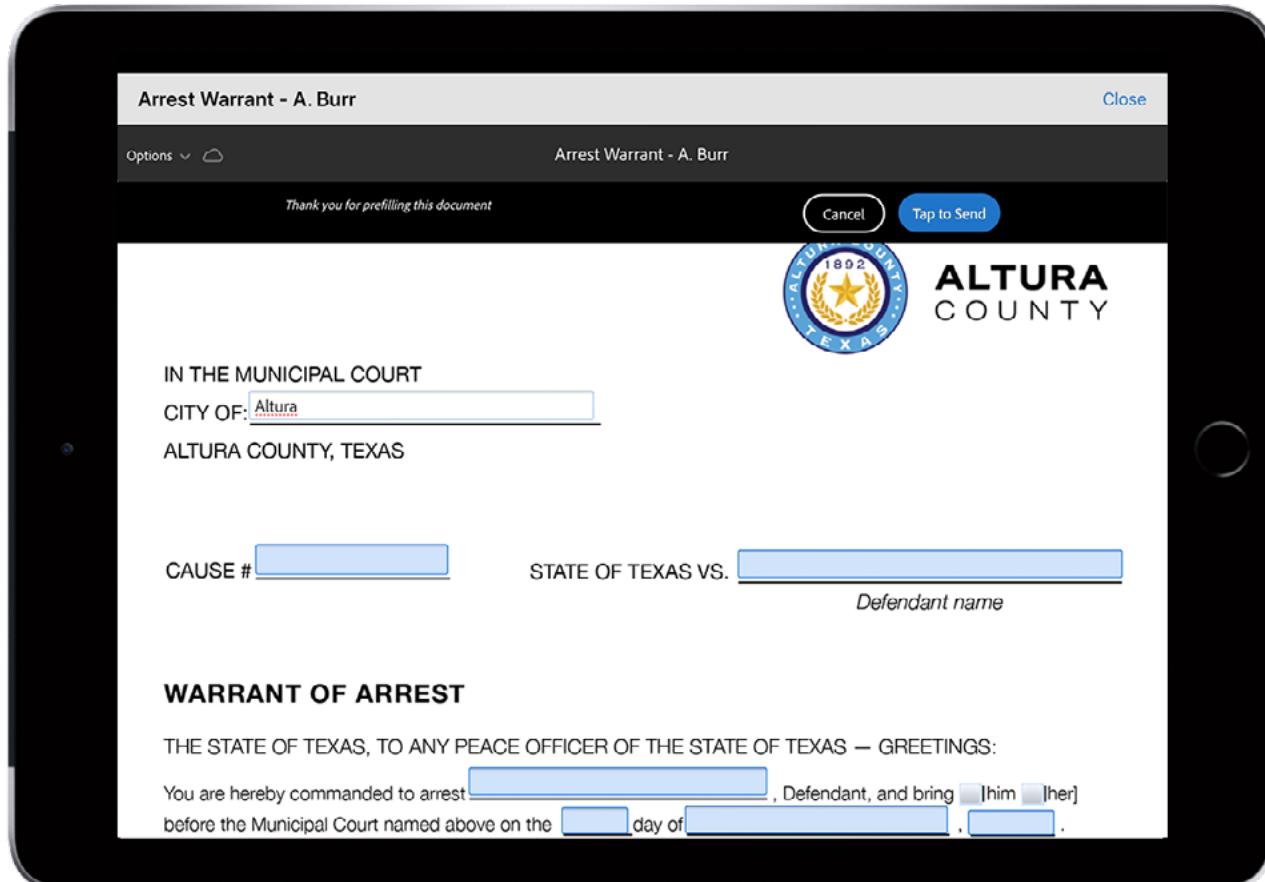
4. She taps **Recipients** and enters the email address of the judge who will sign the warrant.
5. She also enters a custom message and agreement name to provide context.



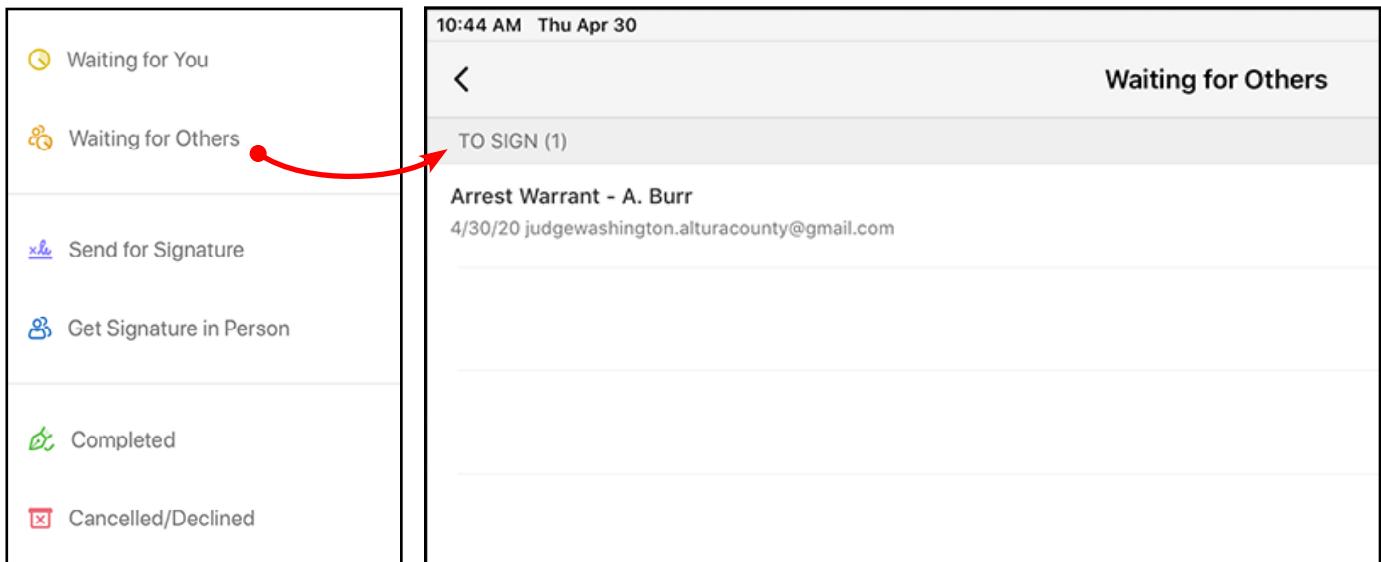
- She presses **Send** in the upper right corner of the screen to move forward.
- Officer Rose previews the form, then presses the **Send** button to begin the signature request.

The screenshot shows a digital document titled "ARREST WARRANT" from the State of Texas. The form includes fields for the defendant's name, date of birth, and arrest information. On the right side, there is a vertical sidebar with options for "Initials", "Signature Block", "Stamp", "Signer Info Fields" (which is expanded), "Data Fields", and "More Fields". Below these options are buttons for "Save to document library", "Send" (which is highlighted in blue), and "Reset Fields".

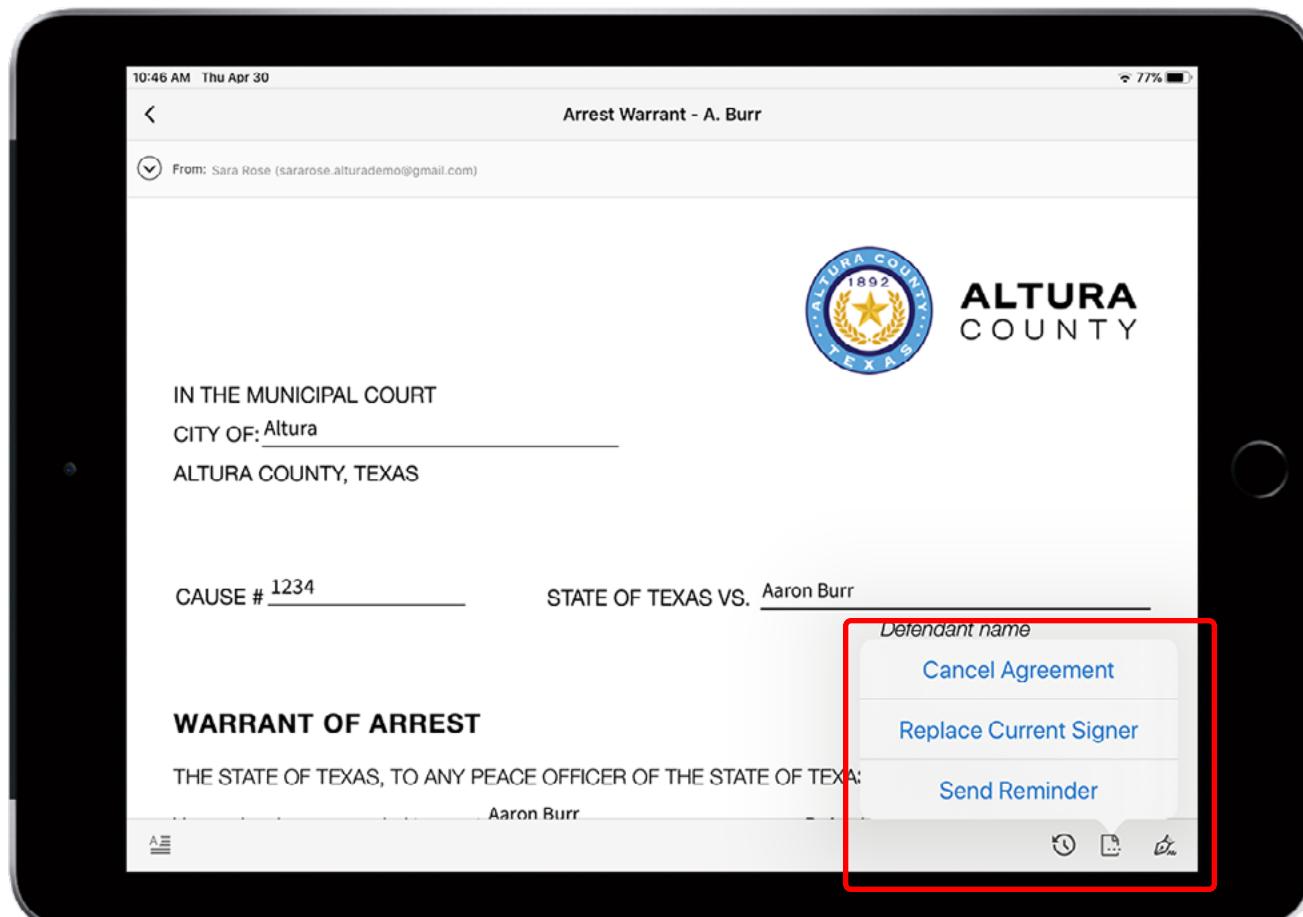
- The first step of the signature process is for Officer Rose to complete the warrant before sending to the judge for signature. She simply taps into the highlighted fields to enter the information.



- 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.



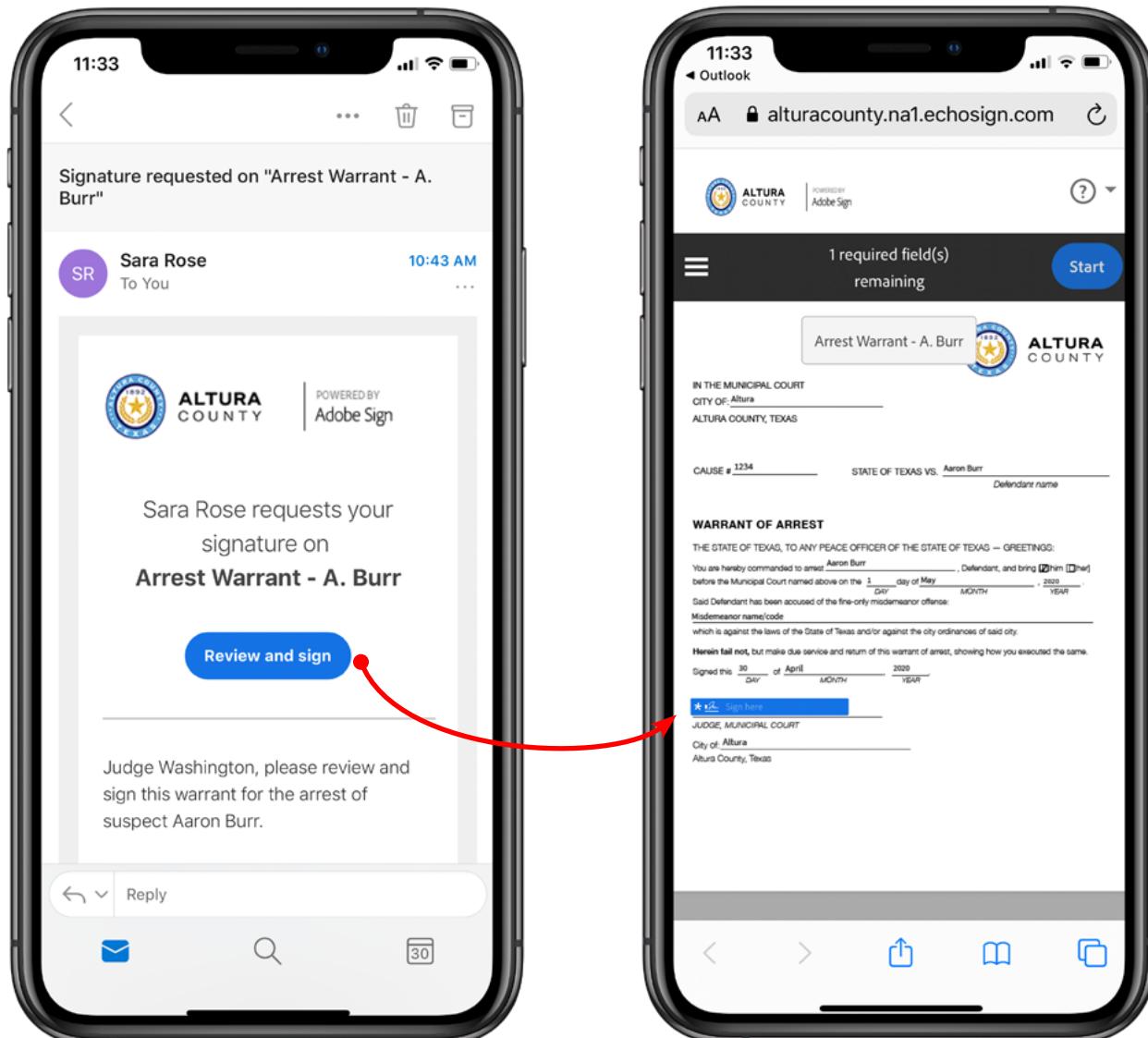
- On this page, Officer Rose could cancel the agreement, replace the signer if the original judge is unavailable, or send an email reminder to the current signer.



## 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.

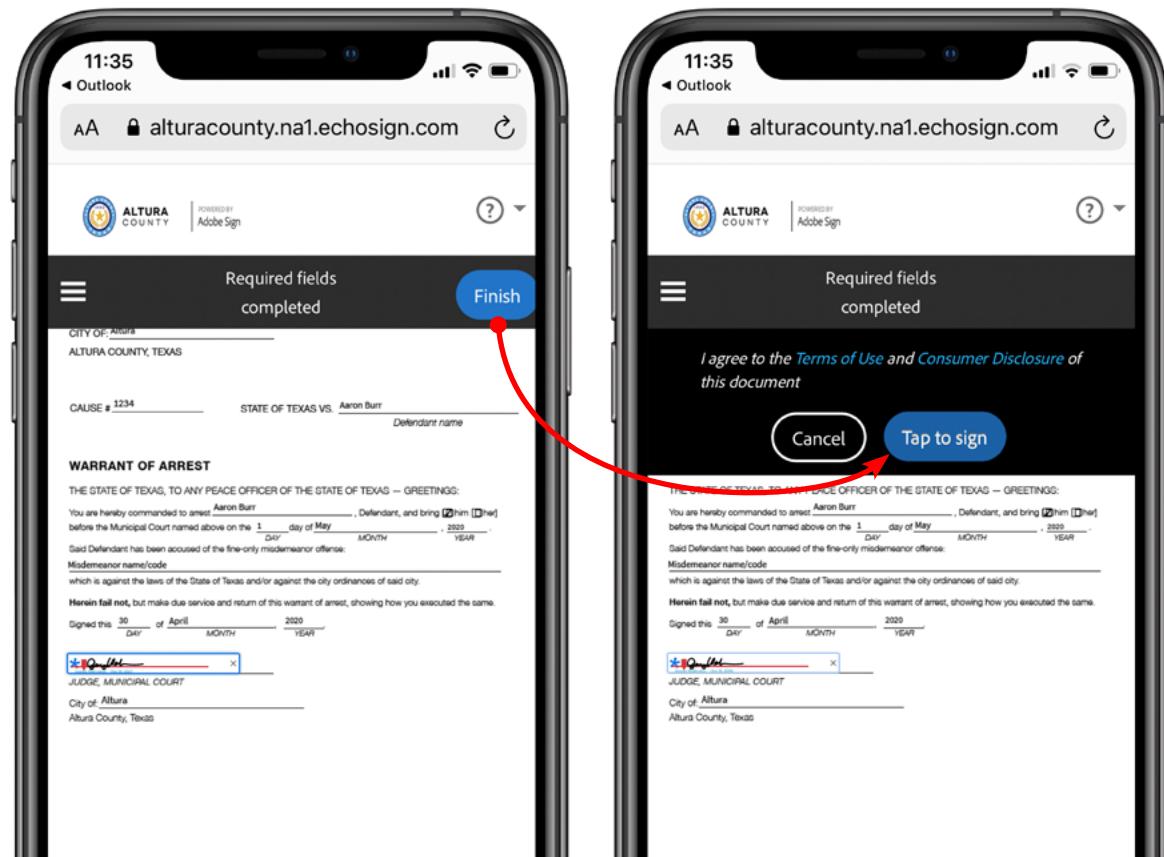
1. The judge will receive an email asking him to review and sign a document. From his phone, he taps the button marked **Review and Sign**.
2. The warrant opens in a new browser window. After reviewing the information on the form, Judge Washington is ready to sign the warrant. He taps the highlighted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



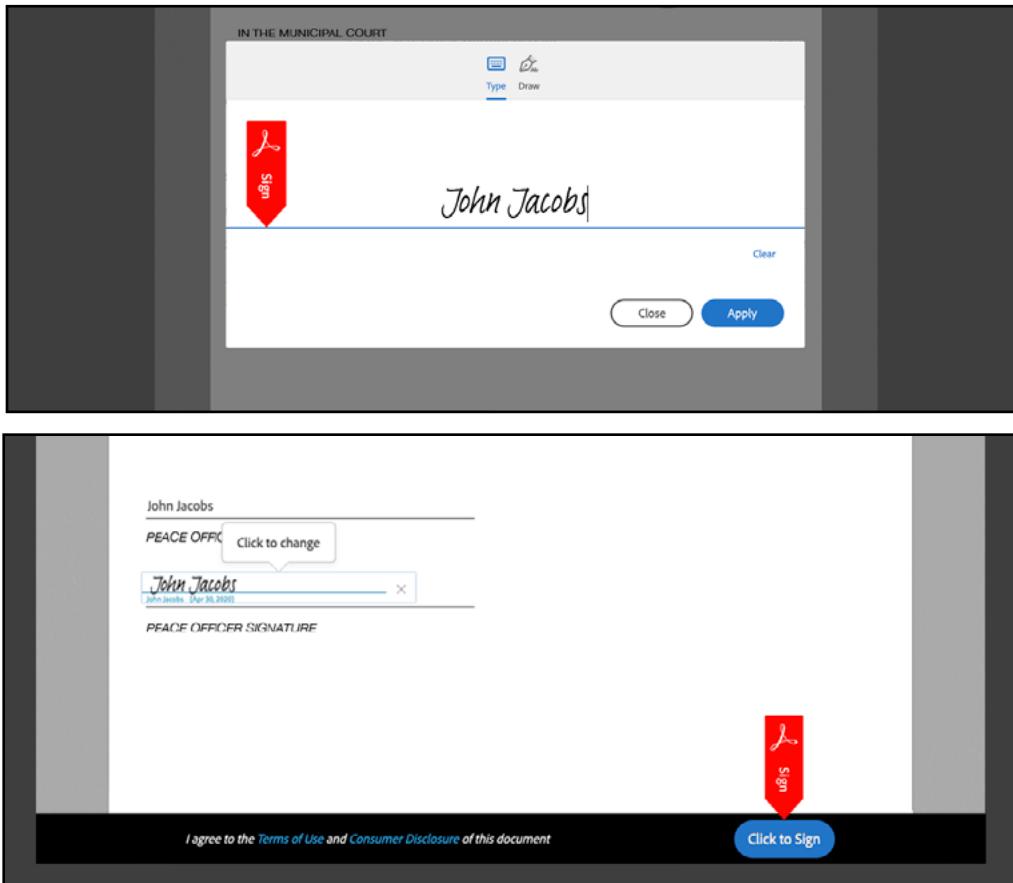
5. The warrant has now been signed and sent to the requesting officer. A copy has also been emailed to Judge Washington.

## Submit a warrant receipt

- 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.
- With the form open, Officer Jacobs simply clicks into the highlighted fields to enter the information pertaining to the arrest.

The image shows two screenshots of the Altura County Warrant Process website. The left screenshot displays the main landing page with a banner image of a landscape, the Altura County seal, and three buttons: 'Request a Warrant', 'Submit Warrant Receipt', and 'Search Warrant R'. A red arrow points from the 'Request a Warrant' button to the 'Arrest Warrant' section. The 'Arrest Warrant' section contains placeholder text and a 'Start' button. A red arrow points from the 'Start' button to the right screenshot. The right screenshot shows a detailed 'Officer's Return' form. It includes fields for 'CITY OF' (Altura County, Texas), 'CAUSE #', 'STATE OF TEXAS VS.', 'Defendant name', and 'OFFICER'S RETURN' (specifying date, month, year, day, hour, and minute). Below these fields are sections for 'PEACE OFFICER NAME' and 'Click here to sign.' followed by a 'PEACE OFFICER SIGNATURE' field. At the bottom of the form is a toolbar with icons for file operations.

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.

