

## **INSTRUCTIONS FOR USING THE DOWLOADABLE DIVORCE FORM (VS-300)**

- To Access the VS-300, go to the OVS website <http://chfs.ky.gov/dph/vital/>
- Click the VS-300 ICON
- Either Adobe Acrobat Reader or Microsoft Word Document Reader (both of which are free) is required. Links are provided at the very bottom of the webpage; under tools.

**The entries to the web form are intuitive. The downloadable VS-300 Divorce Form will be created from the required entries to the web form.**

Begin data entry with the "County". Either click the down arrow, and scroll through the list to make the selection for county; or, click in the entry box and type the first letter of the county until the appropriate county appears.

All required fields (\*) must be completed.

You do not have to be concerned about upper and lower case when making your entries. Once all entries are complete, the resulting PDF will reflect all CAPS for all fields.

The slashes for all dates are automatic.

If an individual is completing the VS-300 in lieu of an "ATTORNEY FOR PLAINTIFF", please provide the individual's name and corresponding information requested.

CLICK "Create PDF" to create the downloadable VS-300 PDF file. ("Create PDF" will not work unless all required fields are complete.)

CLICK "Open PDF" to view, print and save the VS-300 formatted PDF file.

FOLLOW THE PRINT AND SAVE FUNCTIONS OF THE INTERNET BROWSER. (YOU MAY "Ctrl + P" TO PRINT; OR YOU MAY SEE THE PRINTER ICON ON THE TOOL BAR TO PRINT.)

**WHEN PRINTING, BE SURE "ACTUAL SIZE" IS SELECTED; OR, IF YOUR BROWSER REFLECTS "PAGE SCALING" BE SURE IT IS SET TO "NONE".**

**PRINT THE COMPLETED VS-300 FORM.**

TO SAVE A COPY OF INDIVIDUAL PDFs, CLICK THE "DISK" ICON; NAME THE FILE; AND, SAVE. **TAKE THE ORIGINAL TO THE APPROPRIATE CIRCUIT COURT CLERK FOR CONTINUED PROCESSING.**

*Note: KRS 213.116 was revised through SB57 requiring the downloadable version of the Divorce Form, VS-300.*