

OAC Billing Forms

How to Add Attachments to PDF
Documents in Adobe Reader

Revised February 12, 2009

Attaching Files is Easy if Allowed

- The PDF file must be **“Reader Enabled”**
- Extra features are then available.
- Attaching files is one of those extra features.
- Attached file is embedded behind the PDF image.
- Marker serves as link to open the embedded file.
- Attached file opens in its native program.
- Follow steps shown in the following slides.

Adobe Reader - [AttyBF1_CrimGen.pdf]

File Edit View Document Tools Window Help

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This notice indicates additional features are available in the document.

**San Diego County
Office of Assigned Counsel
Adult Criminal Case - General**

OAC Form: 1

Client: John Smith Case #: CD1111111 Judicial District: Central

Attorney: John Doe Class: Felony III Close Date: Feb 3, 2009

Bar Number: 99999999 Level: 1

Assignment Date: Jan 2, 2009 If Paid at Different Class or Level, Indicate Below:

Class: Level:

Charges (Highest Class First)

Description	#	Date Fee Earned	OAC Staff Sign.	Atty. Claimed Amount	OAC Auth. Amount	For County Use Only
Misdemeanor Flat Fee						
Felony Flat Fee (Closed)		1/22/09		800.00		
Writ Flat Fee (Closed)						
Motion to Withdraw Plea - Flat Fee (Closed)						
Muni. Court Base Fee						
Preliminary Examination						
Sup. Court Base Fee (Level V)						
Sup. Court 1st Read. Conf. (Level IV)						
Motion #1						
Motion #2						
Line Up						
Trailing in Trial Department (1/2 day Maximum)						

1 of 1

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The "Add Attachment" Window appears for file selection.

Add Attachment

Look in: New Jan 30 09

- History
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- AttyBF1_CrimGen.pdf
- AttyBF2_CrimOther.pdf
- AttyBF4_Civil.pdf
- AttyBF6_Dependency.pdf
- AttyBF8_JuvDelGen.pdf
- AttyBF9_JuvWitCounsel.pdf
- OAC 1 Filled In.pdf

File name:

Files of type: All Files (*.*)

Select Cancel

Client:

Attorney:

Bar Number:

Assignment Date:

Charges (Highest C

AC Form: 1

2009

	For County Use Only			
Misdemeanor Flat Fee				
Felony Flat Fee (Close				
Writ Flat Fee (Closed)				
Motion to Withdraw Plea - Flat Fee (Closed)				
Muni. Court Base Fee				
Preliminary Examination				
Sup. Court Base Fee (Level V)				
Sup. Court 1st Read. Conf. (Level IV)				
Motion #1				
Motion #2				
Line Up				
Trailing in Trial Department (1/2 day Maximum)				

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End of Tutorial