

INSTRUCTIONS FOR NORTH CAROLINA eSIGNATURE TEMPLATE FORM AOC-A-265, Rev. 9/23

NOTE: *This form is for Odyssey Users who want to provide a signature and initials to the Odyssey Access Team to associate with their Odyssey User ID so that they can sign forms that are generated within Odyssey.*

You can fill out the form and apply a signature either directly within Adobe Acrobat using the built-in Fill & Sign feature OR print the form and fill out the form by hand.

Process for filling out the form and applying a signature directly within Adobe Acrobat:

1. Download the AOC-A-265 form to your computer.
2. Open the file in Acrobat® Reader® software.
3. Type in your name and contact information.
4. On the list of icons on the left, click the icon that resembles the tip of a fountain pen.
5. Click on Add Signature OR Add Initials (you will do each separately).
6. Click Draw option. Using your mouse/trackpad/stylus/touchpad, sign your name (you can redo it as needed by selecting Clear). > Click Apply.
7. Your signature appears in a hovering box. > Scroll to the area for the signature and click to add it > Drag the signature in place to align it and resize it (use the blue dot in the bottom right corner) as needed to fit entirely inside the box indicated by the hash marks. > Click anywhere outside the box to set your signature.
8. Repeat steps 5-7 to add your initials.
9. Save the form to your computer.
10. Email the completed form to: Odyssey.Access@nccourts.org

Process for filling out and signing the form by hand:

1. Download the AOC-A-265 form to your computer.
2. Open the file in your PDF viewer.
3. Print the form.
4. Fill out the form completely.
5. Sign your signature and initials in the appropriate boxes.
6. Scan the form and save the form to your computer.
7. Email the completed form to: Odyssey.Access@nccourts.org