



# Blue Voice Forms

Support for Chrome and Edge

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**Note:** Edge is preferred as it allows you to add custom text fields to forms while Chrome does not.

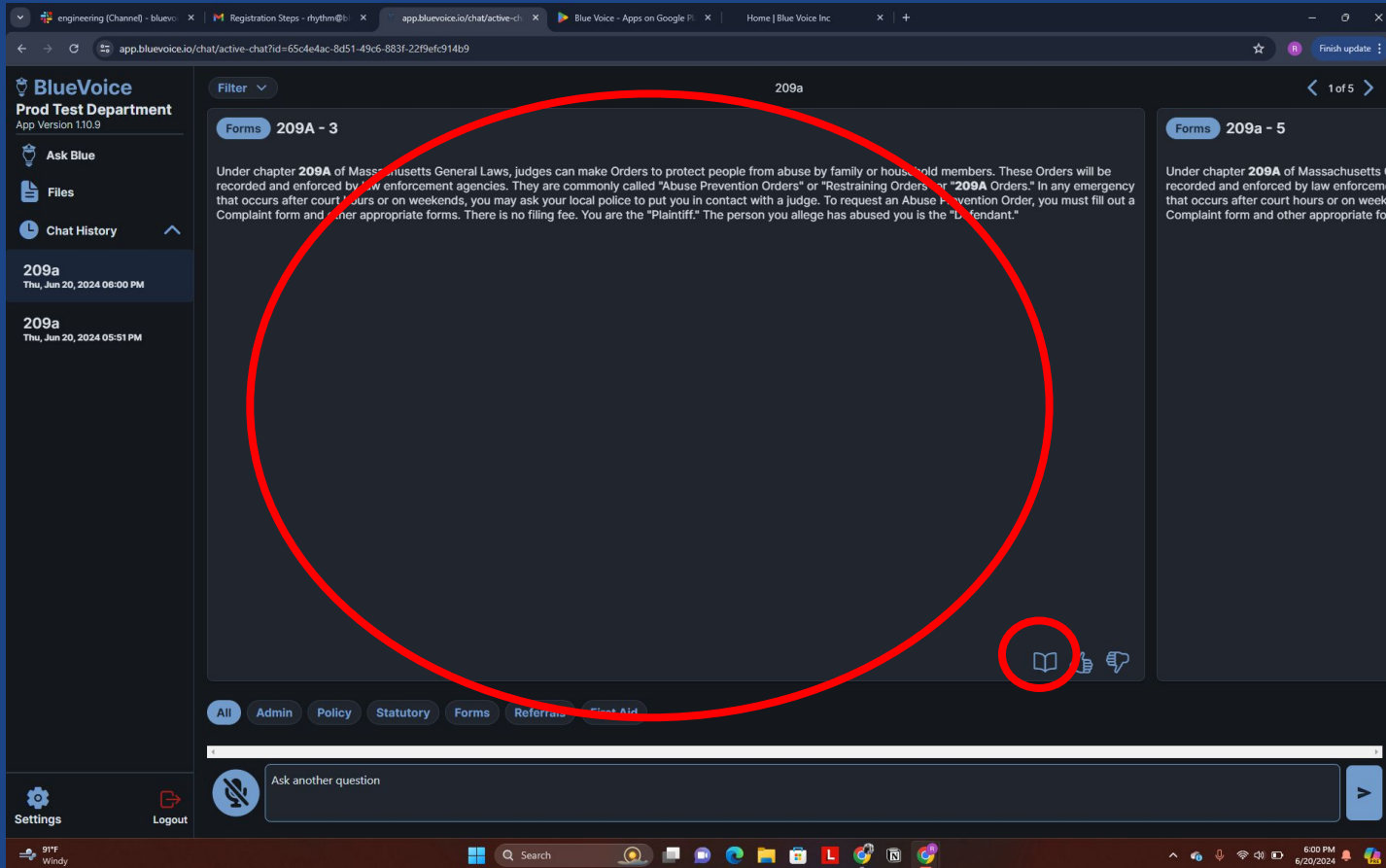
# Finding a Form using search (1/3)

1. Search for a form in the Forms category. (eg. 209A) or search for it in the Files tab.

The screenshot displays the BlueVoice application interface. The top navigation bar includes tabs for 'All', 'Admin', 'Policy', 'Statutory', 'Forms', 'Referrals', and 'First Aid'. The 'Forms' tab is highlighted with a red circle. Below the navigation bar, a search input field contains the text '209a', also circled in red. A blue 'Ask Question' button with a right-pointing arrow is located below the search field, also circled in red. The left sidebar shows the 'BlueVoice Prod Test Department' header, 'Ask Blue' button, 'Files' tab, and 'Chat History' section. The bottom of the screen shows the Windows taskbar with the system tray displaying the time as 6:00 PM on 6/20/2024.

# Finding a Form using search (2/3)

1. Click the card or the book icon to open it.



# Finding a Form using search (3/3)

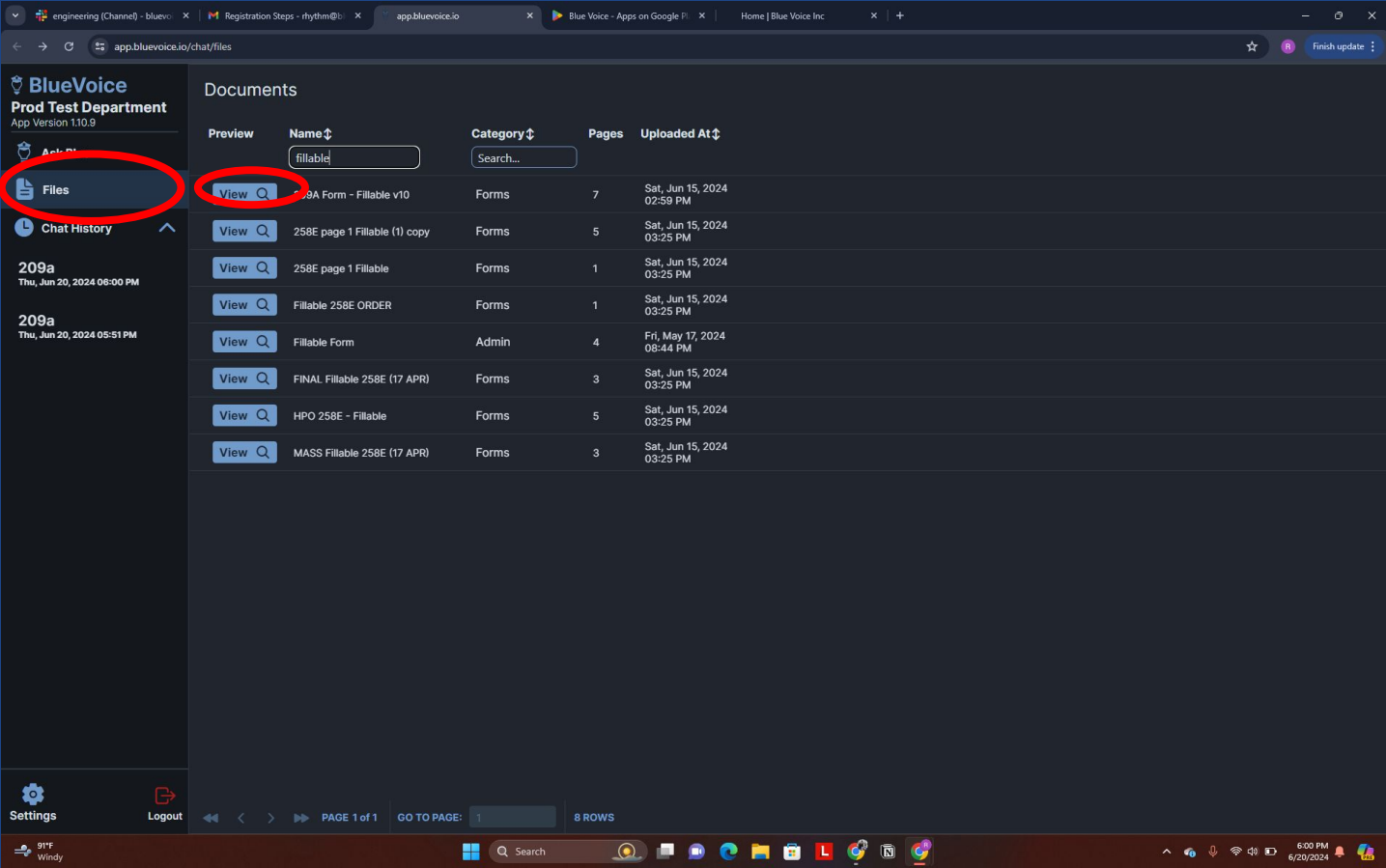
1. Tap the Fill Out Form icon.

The screenshot displays the BlueVoice app interface. On the left is a dark sidebar with the following elements: 'BlueVoice Quincy PD App Version 1.10.9', 'Ask Blue' (with a speech bubble icon), 'Files' (with a folder icon), 'Chat History' (with a clock icon), two chat entries for '209a' (dated Thu, Jun 20, 2024), 'Use of force' (dated Thu, Jun 20, 2024), 'Elements of shoplifting' (dated Thu, Jun 20, 2024), 'Settings' (with a gear icon), and 'Logout' (with a red arrow icon).

The main content area shows a PDF document titled 'MASS - 209a Form.pdf' at 150% zoom. The document is an 'ABUSE PREVENTION ORDER G.L. c. 209A (Page 1 of 3)' from the 'Massachusetts Trial Court'. A 'Fill Out Form' button is circled in red in the top right corner of the PDF viewer. The form itself contains several sections: 'DOCKET NO.', 'PLAINTIFF'S NAME', 'DEFENDANT'S NAME AND ADDRESS', 'ALIAS, IF ANY', 'DATE OF BIRTH', 'SEX' (with Male and Female checkboxes), 'MOTHER'S MAIDEN NAME (FIRST & LAST)', 'EMAIL ADDRESS', 'CELL PHONE NO.', and 'LAST FOUR SSN XXX-XX-'. Below these is a section titled 'VIOLATION OF THIS ORDER IS A CRIMINAL OFFENSE punishable by imprisonment or fine or both.' followed by a list of orders (A, 1, 2, 3, 4a, 4b, 5a, 5b, 5c, 6) that the court has issued to the defendant. At the bottom, there is a table for 'CUSTODY OF THE FOLLOWING CHILD(REN) IS AWARDED TO THE PLAINTIFF:' with columns for N, A, M, E.

# Finding a Form in Files

1. Tap the Files tab and search for a form. (eg. 209a)
2. Then press View.





Edge





# Filling out a Form (Edge) (1/2)

1. To add a text field, tap the icon in the menu and then click somewhere to add it.

**G.L. c. 209A (Page 3 of 3)** **Massachusetts Trial Court**

**D. MODIFICATIONS/EXTENSIONS**

This order was issued after a hearing at which the Plaintiff participated did not participate and the Defendant participated did not participate

The Court ORDERED that the prior order issued \_\_\_\_\_ be MODIFIED as follows:

\_\_\_\_\_

The expiration date of this order has been EXTENDED.

The firearms surrender order is continued. The items surrendered under the Firearms Section will NOT be returned since doing so would present a likelihood of abuse to the Plaintiff.

Representation was made at the hearing after notice or at a hearing while both parties were present that orders relating to CHILDREN or SUPPORT may be inconsistent with an existing order of the Probate and Family Court.

DATE OF MODIFICATION	TIME OF ORDER: <input type="checkbox"/> AM <input type="checkbox"/> PM	EXPIRATION DATE OF ORDER at 4 P.M.	SIGNATURE OF JUSTICE PRINT/TYPE NAME OF JUSTICE
----------------------	--	---------------------------------------	--

NEXT HEARING DATE  
\_\_\_\_\_ At \_\_\_\_\_ A.M. P.M. Court: \_\_\_\_\_ Courthouse Phone Number: \_\_\_\_\_

If either the Plaintiff or the Defendant has questions about the hearing or the Order, contact the Court by telephone at the courthouse phone number BEFORE THE DATE OF THE HEARING.

E. PRIOR COURT ORDER TERMINATED  
This Court's prior Order is terminated. Law enforcement agencies shall destroy all records of such Order.

TERMINATED AT PLAINTIFF'S REQUEST

DATE OF MODIFICATION	TIME OF ORDER: AM PM	SIGNATURE OF JUSTICE PRINT/TYPE NAME OF JUSTICE
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WITNESS - FIRST OR CHIEF JUSTICE \_\_\_\_\_ A true copy, attested (Asst.) Clerk/Magistrate (Asst.) Register of Probate

Start typing here...

Atencion: Notificación oficial del tribunal; si no entiende inglés, obtenga una traducción.  
Attention: Avis officiel du tribunal. Anglaise limitée, veuillez faire traduire.  
Attenzione: Avviso ufficiale del tribunale. Chi non capisce l'inglese lo faccia tradurre.  
Atenção: Este é um anúncio jurídico oficial. Mandê traduzi-lo se você não compreende o inglês.  
Atenção: Es é um anúncio oficial di tribunal. Mandá traduzil si bu ca ta entendê Inglês.  
Atyansyon: Se avi ofsyel Tribunal la. Fe traduhl si ouple, si/w pa kon Angle.  
Внимание! Это повестка из суда. Если Вы не читаете по-английски, обратитесь к переводчику.  
សូមប្រុងប្រយ័ត្ន: នេះគឺជាសំបុត្រផ្លូវចិត្តផ្លូវចិត្តផ្លូវចិត្ត បើអ្នកមិនយល់ភាសាអង់គ្លេស ប្រសិនបើអ្នកមិនយល់ភាសាអង់គ្លេស  
BẮC LÀ MỘT THÔNG CÁO CHÍNH THỨC CỦA TÒA ÁM. NẾU QUA YẾU KHÔNG BIẾT TIẾNG ANH, VUI LÒNG NHÌN NGƯỜI DỊCH.  
注意: 這是正式の法院通告。如果您不懂英語,請找人代為翻譯。

Standardized (JMC, DC, PFC, SQ) - C#4 - 7/20/02 (08/20) - Page 3 of 3

# Sharing a Form (Edge)

1. Tap the save icon in the top right.
2. Save it to your Desktop.
3. Email it as an attachment to anybody.

The screenshot shows a Microsoft Edge browser window displaying a form from the Massachusetts Trial Court. The browser's address bar shows the URL: `/1ac390a3-69c1-4855-ae4e-c4e72fd428d.pdf?response-content-disposition=inline%3B%20file...`. The form is titled "Massachusetts Trial Court" and contains various sections for defendant information, officer details, and a defendant acknowledgement. A download dialog box is open over the form, showing the file name `1ac390a3-69c1-4855-ae4e-c4e72fd428d` and the save type "Adobe Acrobat Document". The "Save" button in the dialog is circled in red. In the top right corner of the browser window, the save icon (a floppy disk) is also circled in red. The Windows taskbar at the bottom shows the system tray with the date and time: 5:58 PM, 6/20/2024.



Chrome

# Filling out a Form (Chrome)

1. Check off boxes and enter text in fields.
2. Chrome does not allow you to add text fields. You can only fill out "fillable" forms.

The screenshot shows a Chrome browser window with a PDF document open. The document is a legal form titled "ABUSE PREVENTION ORDER RETURN OF SERVICE" from the "Massachusetts Trial Court". The browser's address bar contains a long URL from Amazon S3. The form is divided into several sections:

- RETURN OF SERVICE:** This section has a red circle around the "ENTER YOUR TEXT HERE" field. Below it, there is a paragraph of text and a section titled "RETURN OF SERVICE (To be completed by Police Departments and returned to the Court listed on this Order)".
- RETURN OF SERVICE (To be completed by Police Departments and returned to the Court listed on this Order):** This section contains an "INSTRUCTION" and a list of checkboxes for service methods. A red circle highlights the first checkbox: "I certify that I have served a copy of this Order upon the Defendant named in the Order dated: [ ]".
- DEFENDANT ACKNOWLEDGEMENT (For Court Use Only):** This section contains checkboxes for "The Defendant was provided a copy of this Order in Court" and "The Defendant refused to accept a copy of this Order".
- Footer:** This section contains multilingual notices in Spanish, Portuguese, and Vietnamese.

The browser interface includes a search bar, navigation buttons, and a taskbar at the bottom showing system time and date.

# Sharing a Form (Chrome)

1. Tap the download icon in the top right and select “With your changes”.
2. Save it to your Desktop.
3. Email it as an attachment to anybody.

The screenshot shows a Chrome browser window displaying a PDF document. The browser's address bar shows the URL: `prod-s3-by.s3.amazonaws.com/a61544cc-6cc1-4b77-9a19-8b5cc784281c/1fa37a0-6110-4486-9447-24428a4bb745/1ac390a3-69c1-4855-ae72fd428d2df/response-content-disposition=inline%3B%20filename%3D%20Fillable%20Form.pdf%20&AWS...`. The PDF document is titled "ABUSE PREVENTION ORDER RETURN OF SERVICE G.L. c. 209A" and is from the "Massachusetts Trial Court". The form includes sections for "NAME OF PLAINTIFF", "NAME OF DEFENDANT", "RETURN OF SERVICE", "INSTRUCTION", "NAME OF OFFICER MAKING SERVICE", "SIGNATURE OF OFFICER MAKING SERVICE", "TITLE/RANK OF OFFICER MAKING SERVICE", "POLICE DEPARTMENT", "DEFENDANT ACKNOWLEDGEMENT", "NAME OF DEFENDANT", "SIGNATURE OF DEFENDANT", and "DATE". A red circle highlights the download icon in the top right corner of the browser window, with a tooltip that says "With your changes" and "Without your changes".

# Troubleshooting and Information

1. **Chrome only works on fillable forms. It does not make any form fillable unlike Edge which allows you to add fields.**
2. **If the form appears to be locked, please ask your department administrator to reload an unlocked form to Blue.**
3. **If you're having issues, please refresh your browser and restart your device. If you're still encountering issues, please email [amit@bluevoice.io](mailto:amit@bluevoice.io) for assistance.**
4. **Please note that forms are not stored on Blue servers and only exist in your email and desktop if you save them.**