

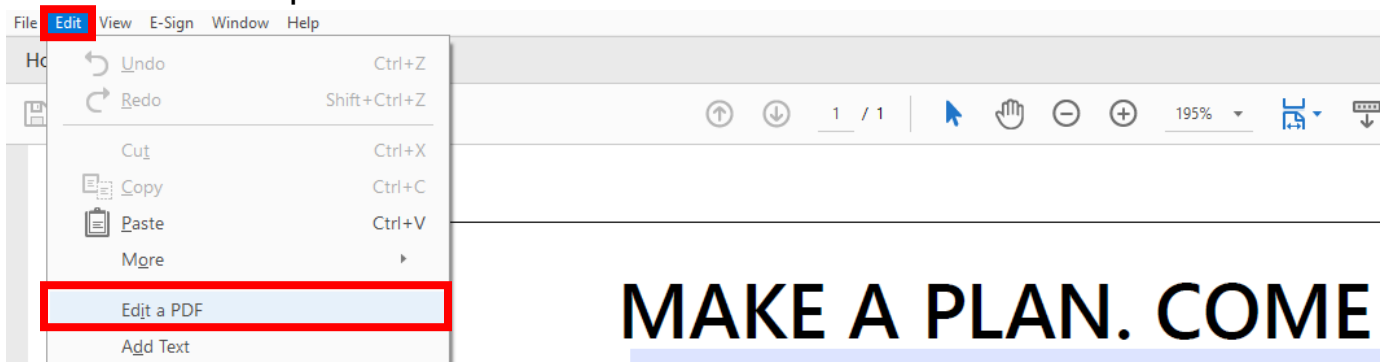
# How to Adapt the Toolbox's Sample Reminder Cards

If you're in North Carolina, we've already worked with the Administrative Office of the Courts to develop a reminder card template. Click [here](#) for how to order them.

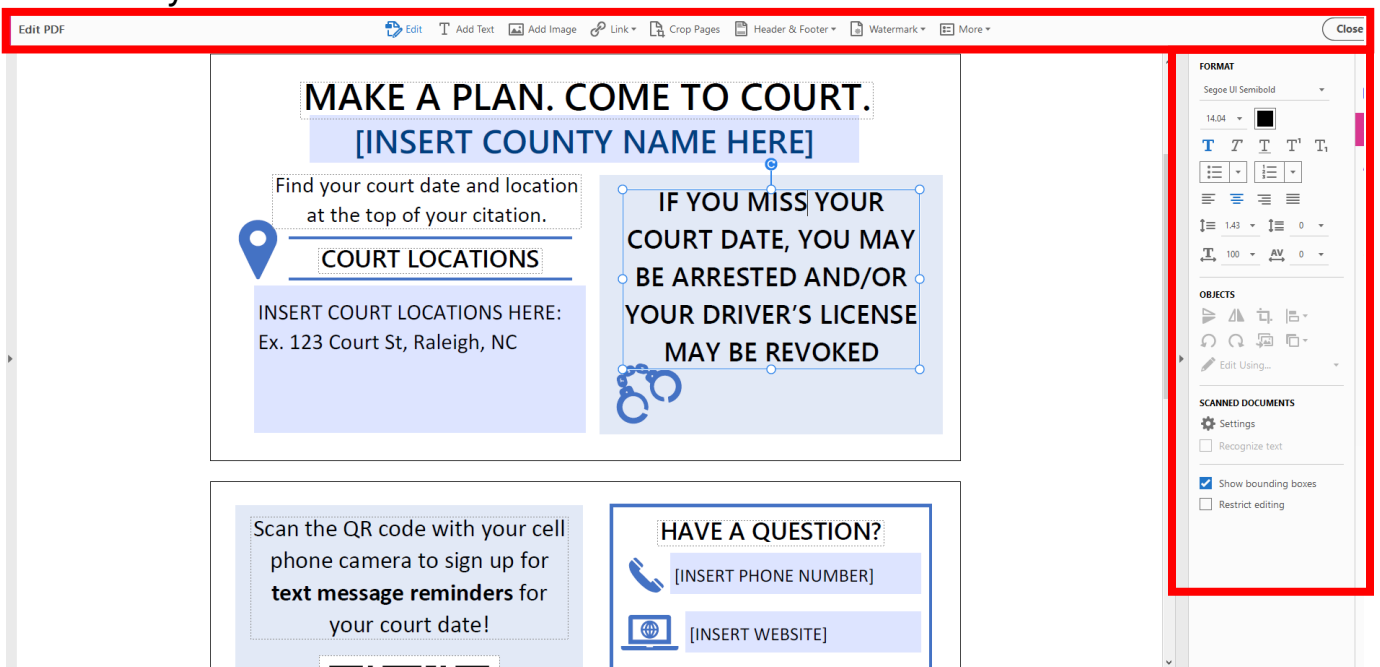
If you're outside of North Carolina, you can use [these samples](#) to develop a reminder card for your jurisdiction.

Edit the reminder card with [Adobe Acrobat Pro](#) software as follows:

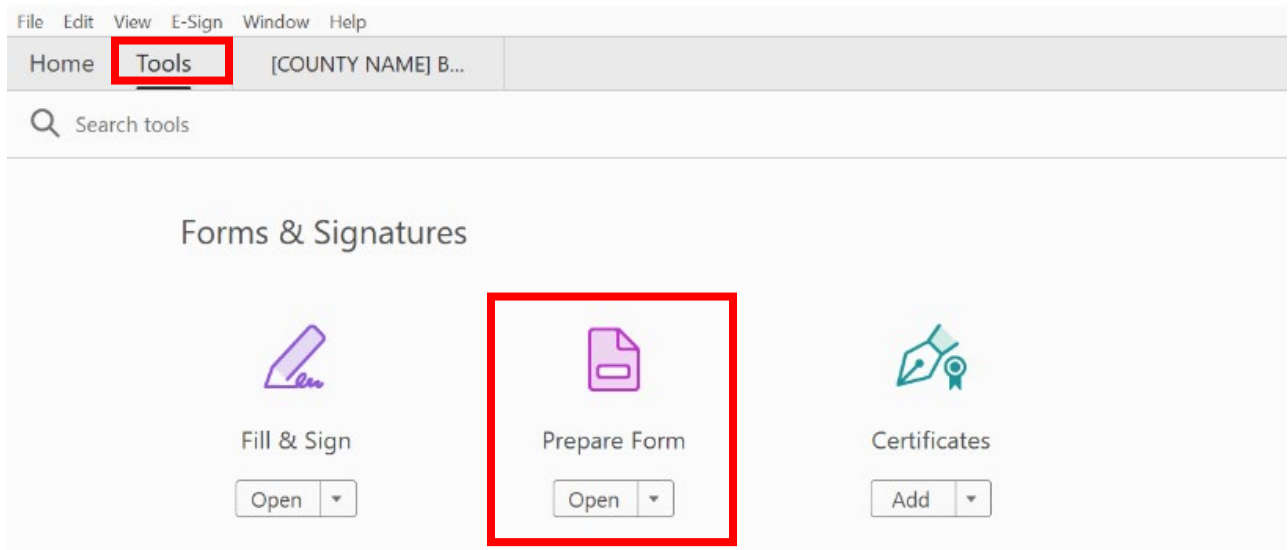
1. Click on the "Edit" button in the top left-hand corner of the screen and select "Edit a PDF from the drop-down menu.



2. Toolbars will pop up above the document and on the right side of the screen that will allow you to move boxes and edit text.



3. Once you've made changes, click "Tools" on the upper left-hand side of the screen and use the "prepare form" function. That will let you check to make sure all the fillable text boxes on the card are in the right place. If you don't want to use fillable elements, you can always delete them.



4. If you want to include a QR code linking to your jurisdiction's reminder system sign up or court website, you can find free QR code generator tools online. You add the link, and the tool creates the QR code. Just search for "QR code generator."
5. Once you're done, simply save your new design.