

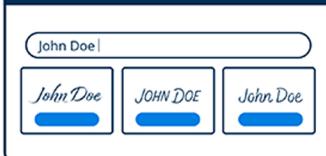
CREATE & UPLOAD YOUR DIGITAL SIGNATURE

THE FASTEST WAY TO SIGN YOUR DOCUMENTS

1 Find a free online signature creation website



2 Draw or type out your free digital signature



NOTE: IF YOU'D PREFER TO USE A TEXT SIGNATURE, SKIP TO STEP 4

3 Once you are happy with your customizations, download your signature and save it to your computer



4 In TXdocs, select Settings



5

Click Next to review your signature blocks



Then click Next one more time



TIP

TOGGLE TXDOCS TO AUTOMATICALLY INSERT YOUR NEW SIGNATURE INTO YOUR ASSEMBLED DOCUMENTS

Let TXdocs automatically digitally sign your assembled documents

- Ask during assembly
- Always
- Never

NOTE: ONE OF THE FIRST TWO OPTIONS MUST BE SELECTED TO UPLOAD AN IMAGE FILE

6a

Under Type of Digital Signature, select Image.

Type of digital signature

- Text
- Image



Select Signature

Recommended settings:
Height: 0.4-1.5 inches
Width: 1.5-4 inches

Example: /s/ John Doe

(text signature)

If you skipped to Step 4 to use a text signature, select Text, then skip to Step 7

Drag and drop your new signature into this box

OR

USE THIS ALTERNATIVE
IF YOU ARE UNABLE TO DRAG AND DROP:

6b

Select Signature

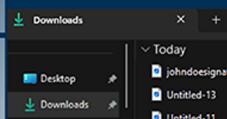
Client Documents

Upload to this folder

Select files here

Select file(s)

Find & double-click your new file in your File Browser



Upload and close the window

Upload

Your file may take a few seconds to fully upload

Double-click your signature

Date	Name
9/23/2025	importantcontract.pdf
1/05/2026	sampleupload.docx
1/23/2026	johndoesignature.png

Save and close!



Save

NOW YOUR SIGNATURE IS THERE WHEN YOU NEED IT

You have a right to formal notice of the filing of the lawsuit by service of process, which means that a sheriff will personally serve you with a copy of the divorce petition, identical to the copy enclosed. You also may "waive" personal service by signing the enclosed Waiver of Service.

If you do not file an answer to this lawsuit or sign and return the fully executed Waiver of Service within 30 days, I will have no alternative but to have you formally served with process.

Sincerely,

John Doe

John Doe