

Complete the form. Finish in the field.

Android Form Generator guide | Version 2.1 | Pro

Review draft - October 29, 2026

Form Generator helps you enter assignment information, complete supported forms, capture signatures where offered, and prepare a PDF without waiting to return to the office. General Statement also supports a linked interview recording that can be delivered with the written statement.

Actual PDF templates where available

For the bundled California forms, Final Exhibit fills the actual PDF templates supplied with the app, preserving the form layout rather than substituting a generic look-alike. Preview Blank PDF opens the source template. General Statement and general Due Diligence are custom app layouts; they are not official court-issued PDFs.

How a form becomes a completed PDF

Open Form Generator from Evidence Locker and choose Fill Form under the desired form. Enter and review the information, capture and confirm any signatures, then use Preview Completed PDF. Save or share the completed copy only after checking every page.

Set up repeat information once

Form Settings stores server/company details, jurisdiction profiles, registration information, and saved wording. Matching defaults can reduce repeated typing on later assignments. These form defaults are separate from the global photo/video overlay settings.

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- 8 Request a checklist, report, or industry-specific form

Preview the completed result

An editor lets you enter the information, but the exported PDF is the document you deliver. Completed copies can be flattened, so do not assume the delivered PDF remains an editable fillable form. Keep the app draft and save a completed copy for your records.

Android-specific review draft based on the supplied form catalog and editors. Verify the current app and bundled form revisions before publication. Signing and GPS behavior vary by form; use the controls and prompts in the selected editor.

02 California forms in the catalog

The following forms have Fill Form editors in the supplied Android version. Use the form number and title to identify the correct document; this list describes app availability, rather than selecting the legally appropriate form for an assignment.

FORM / CONTROL	WHAT TO DO AND WHY
POS-010	Proof of Service of Summons.
POS-020	Proof of Personal Service, Civil. Its editor supports the related documents-served and persons-served attachments when applicable.
POS-020(D)	Documents Served Attachment.
POS-020(P)	Persons Served Attachment.
POS-030	Proof of Service by First-Class Mail, Civil. Related document/person attachments are also available.
POS-030(D)	Documents Served Attachment.
POS-030(P)	Persons Served Attachment.
California Declaration of Due Diligence	A separate California PDF template and editor for documenting diligence information.

1. Choose by form number

Tap Fill Form beneath the form you need. Use Preview Blank PDF to inspect the actual bundled template first when helpful. Template preview does not fill or save a completed form.

2. Complete the relevant fields

Enter the parties, case number, court, service or mailing facts, and server information requested by that form. Review each date, address, document list, person, and selected service method.

3. Check attachments and all pages

Inspect any generated attachment pages in the completed preview. A checkbox referring to a separately attached declaration or additional page does not necessarily create that page. Follow the editor's messages and supply any separately required material.

Source layout and form revision

The app fills the bundled PDF rather than redrawing a replacement form. Still check its title, revision, and intended use against the recipient's current requirements. Keeping the source layout does not by itself establish acceptance for a particular filing.

Scenario: more than one document or person

Where supported, enter the extra documents or people in the selected editor and review the resulting packet. Check attachment labels and page counts so the copy you send contains the complete information you intend to deliver.

03 Returns and general templates

The current catalog includes the following additional entries. The Affidavit category contains specific service-related forms; a separate entry named General Affidavit was not present in the supplied Android catalog.

FORM / CONTROL	WHAT TO DO AND WHY
Return of Service: Individual	Enter the applicable individual-service information using the supported editor. The app uses its bundled service-return PDF template.
Affidavit of Non-Service	Document non-service information using the dedicated editor and shared service-return template.
Return of Service: Business/Corporation	Use the business/corporation editor for the relevant recipient and service information.
Posting Service	Use the posting editor for the applicable assignment facts. Form availability does not authorize a service method.
General Statement	A custom written statement with person-providing/person-taking details, narrative, electronic signatures, optional certification/notary section, and an associated interview-recording workflow.
Due Diligence	A custom general Due Diligence layout/editor, separate from the California Declaration of Due Diligence PDF.

1. Open the right editor

Choose Fill Form for the desired entry. A service-return editor and a general narrative template collect different information; choose the one that fits the requested document.

2. Complete the assignment facts

Apply saved defaults where useful, then enter the facts specific to this assignment. Check names, addresses, dates, times, methods, attempts, and narrative details rather than assuming a default matches the new matter.

3. Sign and review where offered

Use the signature controls provided by the selected form. Confirm captured signatures and respond to required-field messages. Preview the completed PDF before saving or sharing it.

Affidavit wording and a notary block

A document title or blank notary section does not complete an oath or notarization. If the chosen document requires another person or process to complete it, arrange that separately. General Statement's optional notary block is blank space for actual completion; it is not an official seal.

Example: several service assignments in one day

Reuse saved server, agency, and jurisdiction details to reduce typing, but enter the correct service/non-service facts for each assignment. Save the completed copy before resetting or beginning another matter.

04 Complete a General Statement

1. Choose General Statement > Fill Form

Enter the person providing the statement and the person taking it. Complete the relevant form, assignment, and incident information. Use separate incident date/time fields when the event occurred at a different time from the statement.

2. Enter the narrative

Write the statement in the words of the person providing it. Review the text with that person before obtaining a signature. A recorded interview, if used, remains separate audio rather than automatically becoming a written transcript.

3. Review the optional sections

Choose Include Statement Certification if appropriate and read its text. Include Optional Notary Block adds a blank block for completion by a notary after printing. Select only the sections that belong in the intended document.

4. Move to signatures

Tap Done Typing - Go to Signatures. Tap Sign or Edit Provider Signature, have the person providing the statement draw their signature, then tap Done Signing. Use the corresponding interviewer control for the person taking the statement.

FORM / CONTROL	WHAT TO DO AND WHY
Clear Provider Signature / Clear Interviewer Signature	Erase that person's captured strokes if a replacement is needed. Review again after changes.
Confirm Captured Signatures	After reviewing the completed statement, confirm the captured signatures. Changing the statement afterward requires confirmation again.
Validate Required Fields	Check for the editor's required information. Validation is a completeness check, not a substitute for reading the statement.
Save Draft	Save the current draft on this device. Changes also save automatically in the supported editor. A draft is separate from an exported PDF.
Reset Form	After confirmation, clear this statement draft and its signatures. Preserve needed completed PDFs and any linked audio first.

The statement date and signing captions

The General Statement signature captions use the Statement Date selected in the editor. A confirmation time shown in the app is not necessarily a separate printed signing timestamp. Inspect the completed PDF rather than assuming all forms print the same date/time and GPS stamp.

5. Preview before delivery

Use Preview Completed PDF at the top. Review the narrative, parties, incident and statement dates, signature captions, page breaks, certification, and any notary section. An unsigned copy may be prepared for printing where the editor permits it.

05 Record a statement interview

General Statement can keep an interview recording associated with its draft. The PDF identifies the associated audio and its recorded details; the playable recording is a separate audio file. Recording does not automatically transcribe or summarize the interview.

1. Enter both names first

Complete the person providing the statement and the person taking it. The recording control checks for both names before starting. Confirm any required consent before recording, as the app's prompt instructs.

2. Start Interview Recording

Tap Start Interview Recording and allow microphone access. The app also requests location permissions for available recording GPS. Start/end times, duration, and available GPS are saved with the audio; unavailable GPS is disclosed rather than invented.

3. Keep the app open

Monitor the recording timer. Keep Final Exhibit open while interviewing. Leaving the app or locking the screen stops and saves the interview. Tap Stop Interview Recording when finished.

4. Play the saved recording

Tap Play Interview Recording and listen to confirm the audio is usable. Stop Playback ends playback. Check the recording disclosure and complete or review the written statement separately.

FORM / CONTROL	WHAT TO DO AND WHY
Save Interview Audio	Choose a location for a copy of the audio. Confirm that the saved file opens and plays.
Share Interview Audio	Open the share menu with the audio only. Choose a compatible recipient app and complete delivery there.
Share Statement PDF + Audio	Prepare the completed statement PDF and associated audio together in the share menu. Check that the receiving app includes both files.
Delete Interview Recording	After confirmation, permanently delete the on-device recording and remove its statement link. Statement text is kept. Save any needed audio copy first.

Preserve both files when the recording matters

A statement PDF referencing an interview is not a playable copy of the recording. Save or share the audio too. Drive or another file-based destination can help with a larger recording when email or messaging attachment limits get in the way.

The current draft supports one associated recording at a time. Preserve the existing audio before deleting its link to record another interview. The editor asks you to save/share and delete a linked recording before resetting the statement.

06 Defaults and signing details

Form Settings is opened from the top of Form Generator. It saves reusable form information separately from Settings > Burn Style, which controls media overlays. This can save time on every later assignment without reusing the previous case's facts.

FORM / CONTROL	WHAT TO DO AND WHY
Shared server information	Save process-server name, company/agency, business/mailing address, phone, email, and professional title.
Jurisdiction profiles	Save the state, county/district, jurisdiction, court information, and license/registration/certification/appointment details appropriate to that profile.
Saved wording	Save text for supported forms and service types. Review any inserted supplemental wording for the current matter.
Save Settings / Back / Save Settings	Use the Form Settings save controls. These are separate from the ordinary global Settings screen's automatic-save workflow.
Apply Saved Defaults	New drafts use matching defaults. In an existing supported editor, choose to fill empty fields or replace mapped default fields. Review the proposed changes and any supplemental text before confirming signatures.

Capture an electronic signature where offered

Read the declaration or statement, draw the signature in the provided area, and use Confirm Signature or Confirm Captured Signatures. If you change signed content, review and confirm again before output.

Date/time and available signing GPS

Supported service-return and California editors can record signature-confirmation date/time and available signing GPS for the PDF. Follow that editor's controls and location prompts. GPS marks the signing location; it does not establish where service occurred. Enter service date/time/address separately.

Forms do not all stamp the same way

The supported PDF-template editors can include signing date/time and GPS, but do not promise those fields on every template. General Statement prints its selected statement date in signature captions; its interview workflow separately records start/end time, duration, and available recording GPS. Review the actual output for the form you chose.

Example: reduce repeat typing without copying old facts

Set up your agency and server identity plus the relevant jurisdiction profile. On the next form, reuse those defaults, enter the new parties and assignment details, review, and sign. Your stored business information saves typing; each assignment still gets its own factual review.

Signing here captures handwritten signature marks on the document. It is not a promise of a certificate-based digital signature or automatic verification by a court or recipient.

07 Preview, save, and deliver

1. Validate and confirm

Finish the relevant fields, inspect any required-field messages, and confirm captured signatures after your last change. Stop any interview recording before preparing the completed output.

2. Preview Completed PDF

Open the completed preview. Check every page, field, signature, date/time, available GPS line, and attachment. Check that the text fits and the intended form revision/layout is present. Preview alone does not save or send a completed copy.

FORM / CONTROL	WHAT TO DO AND WHY
Save Completed PDF	Open Android's document-saving screen, choose the available device folder or provider, confirm the filename, and finish saving. Open the saved file to verify it.
Share Completed PDF	Open Android's share menu with the PDF. Choose email, a compatible messaging app, Google Drive, or another available destination; complete the action in that app.
Save to Evidence Locker	Save a new completed PDF in the app. Return to Evidence Locker and refresh if needed. You can then organize it with the appropriate case.
Save Draft	Retain the editable form draft on this device. It does not replace saving or sharing the completed PDF.
Share Statement PDF + Audio	For a General Statement with an interview, use this action when both the PDF and audio should travel together. Verify both files at the destination.

3. Complete the delivery

For email or text, choose the recipient and verify attachments before sending. For Drive, choose the account and folder, wait for upload, then set the intended recipient access separately. Sharing targets depend on installed apps and file support.

4. Retain a verified copy

Open the file saved on the device or at the destination. Check page count and readability. If the statement has recorded audio, play that copy too. Keep the appropriate case records before resetting a draft or clearing locker items.

Export is not automatic filing

Saving a PDF, opening a share menu, or uploading to Drive does not submit a document to a court or other recipient by itself. Complete the required delivery through the chosen destination and confirm that it succeeded.

If something fails

Read the message and keep the draft. Check required fields, signature confirmation, available storage, and destination access. If an interview audio link is missing its recording, restore the recording or resolve the link before exporting a PDF that identifies it.

08 Suggest a form for your fieldwork

Final Exhibit is open to suggestions for additional PDF forms. Tell us what paperwork slows you down in the field and provide the original blank PDF when available. A useful candidate might be a form used across an industry or your own established report structure.

FORM / CONTROL	WHAT TO DO AND WHY
Returns and affidavits	Other returns of service, non-service forms, or affidavit templates used by a specific agency or jurisdiction.
Inspection checklists	Before-and-after property checks, pre-inspection and post-inspection sheets, condition reports, and equipment checklists.
Locksmith field sheets	A requested job checklist or before/after condition report tailored to the actual workflow.
Repossession field sheets	Requested vehicle condition sheets, before/after documentation, inventory checklists, or other field reports.
Evidence logs	Requested item logs, collection records, or another evidence-documentation layout your team already uses.
Your own PDF report	An established field report structure that you would like to fill and sign from the app.

What to send with a request

Provide the form title, industry and intended task, state/jurisdiction if relevant, and the original blank PDF. Explain which fields should be typed, which should reuse defaults, where signatures belong, and whether you need date/time, GPS, photographs, multiple pages, or recorded audio. Include the source/version of an official form and confirm you have permission to supply a private template.

Use the actual PDF where possible

The aim is to work with the original supplied PDF when suitable, rather than recreate a look-alike. Existing fillable PDFs can provide fields to map. Other layouts need setup and review. Submitting a request does not instantly make an arbitrary PDF available in Form Generator, and requested forms are not promised for a particular release.

Example: a before-and-after inspection

A locksmith or repossession professional sends the blank inspection PDF already used by the business, explains the pre-work and post-work sections, and identifies the required signatures and export needs. We can review how that document could fit the app's field workflow.

Send suggestions or ask for a walkthrough

Message Final Exhibit on Facebook or email support@finalexhibit.com. We are willing to spend time walking you through a feature. Use a blank form or remove confidential client details from samples.

Catalog wording check: the supplied Android catalog lists specific affidavit/service-return entries, including Affidavit of Non-Service, rather than a separate General Affidavit. Update this chapter if the released catalog adds one.