

# Electronic Legal Forms

A Windows Software Program

## Civil Attorney and Collection Forms

- ◆ This software is designed specifically for use in Kansas Courts.
- ◆ Easy to complete on screen by tabbing from one field to the next.
- ◆ The form on screen looks just like the finished printed copy!
- ◆ Every function and every step is either obvious or is immediately suggested right on screen and is implemented by one or two mouse clicks.

### Documents are prepared simultaneously

By completing any one form in a set (typically the first) the related forms necessary to complete a function are automatically completed.

For example, completing the *Request for Wage Garnishment* completes all related forms in that set, as appropriate (see illustration). The *Order for Wage Garnishment* and *Answer* form are headed up. The Instructions to Garnishee and an Employer Worksheet are automatically generated. All forms are immediately ready for use, but you print only the parts you need.

 Judgment Creditor,  Attorney'. The 'Case No.' is '02-C-4232'. A bolded section reads 'REQUEST FOR EARNINGS GARNISHMENT' with the instruction 'Please issue garnishment on the earnings of the employee named below:'. The 'Vs:' field contains 'We do Widgets, PO Box 9876, Maple Grove, KS 19763,' (Garnishee (employer) Name, Address, Fax, Phone and E-mail). The 'and the employee debtor: SS # Unknown, Amount of Judgment \$ 450.00' section includes 'Jackie Robinson, 9845 8th Ave, Maple Grove, KS 19763' (Employee (Judgment Debtor) name, Mailing and location address, if known, City, State & Zip)."/>

## Templates (eliminate re-entering standard information)

To create a template, open a new form, enter the standard information, such as the name and address of the District Court and the word “template” or any other identifying word enclosed in braces { } (see illustration).

When you close the form, the template is saved under whatever word or words you enclosed in the braces. You can create as many templates as you wish for any or all form sets.

To use a template, you select it from the Record Identifier Box and begin a new form. Step by step instructions are given in the manual that comes with the software.

 Judgment Creditor;  Attorney Case No. \_\_\_\_\_'."/>

## Automatic “Drop in” of Statutory Causes of Action (Limited Action and Small Claims)

Click on the binocular icon for a listing of statutory causes of action, make the selection, and by another click drop it in as the cause of action. It can then be edited further with the applicable specifics. Or the user can state his own cause of action and add it as a model to the database.

A click on the check mark icon checks the spelling in the box after you drop in the cause of action and make your changes.

### Additional features

The *Chapter 60 and 61 Summonses* are automatically prepared by preparation of the Request, or you can prepare the Summons, and the Request is automatically finished.

Similarly, the *Limited Action Set* and the *Small Claims sets* prepare Petition, Summons and Return forms all at one time by one entry of information in any form. Since the Petition is included verbatim in the Summons you eliminate the need to attach a copy of it to the Summons.

The *Subpoena* allows you to enter a list of witnesses which you can use as a witness database on a case. You can subpoena up to 12 witnesses at once, with one group subpoena or scroll through your witness list in the subpoena and print just the ones you have appearing in the window. It also serves as a *Subpoena Duces Tecum* to require the witness to bring designated documents.

**Subpoena: Subpoena (K185B)**

new print previous next goto close

Div. \_\_\_\_\_, No. 01-CR-02345  
BUFFALO  
 Country in Kansas  
 or  
 City in Kansas

**SUBPOENA**

STATE OF KANSAS TO ALL PERSONS LISTED BELOW:

YOU ARE HEREBY COMMANDED to appear in person to testify on behalf of State of Kansas  
 before the above Court on April 30, 2001, at 10:00 A.M.

William Shakespear, 1218 E 9th, Maple Grove, KS 19763  
 Mark Twain, 145 Twin Lakes Road, Maple Grove, KS 19763  
 Henry Longfellow, 34 Lakeview Court, Canadensis, KS 19765  
 Charles Dickens, 2340 East Hays Street, Maple Grove, KS 19763  
 Banana Juice Simpson, 1234 Lovers Lane, Maple Grove, KS 19763  
 Florence Nightengale, 345 E Oakley, Maple Grove, KS 19763  
 Mary Contrary, 4867 E 24th, Canadensis, KS 19765  
 (Bring with you business records of transactions with Donnie Delinquent)  
 David Livingstone, 345 E 10th, Elkader, KS 67701

Report to the Buffalo County Attorney's Office 5436 Main, Buffalo County Courthouse, 2nd Floor, Maple Grove, KS

Please Contact Buffalo County Attorney's Office, Phone # (555)655-2222, on the date of your subpoena to confirm that this matter is still pending.

We have supplied you with *two types of subpoenas* for documents. You make your choice whether you want the witness to appear with the documents or only send the document.

## Index of Documents

The Record Identifier Box serves as an index of documents produced until deleted. It **helps you keep track** of the status of pending matters.

To find a previous document you can search on the Record Identifier either by the name of the plaintiff, defendant or case number by clicking on the binoculars.

**Form Set Selector - County/Dist. Attorney**

Search for: Jane Perfect

In Field:  
 Plaintiff  
 Defendant  
 Case No

Plaintiff Jane Perfect  
 Defendant Joe Doubtful  
 Case No 01-D-00987

Find First Find Next Close

Record Identifier

Plaintiff	Defendant	Case No
{Template-BuCo}		
State of Kansas	Donnie Delinque	01-CR-02345
Jane Perfect	Joe Doubtful	01-D-00987
James Moore	Henry Knox	01-C-01243
Joe Doe	Richard Roe	01-C-4325

Subpoena

## Printing Index

You can print a list of the prepared forms in the Record Identifier by clicking on the printer button in the upper right corner of the Record Identifier.

## Editing Existing Forms

You can come back later and make changes on any form and print out whatever additional forms or parts you need.

### **Deleting Completed Forms**

If you no longer want to keep a completed form, you just select it on the menu and click the Delete icon.

### **Exporting and Importing**

You can install the main program on more than one computer in one office at a single location. For example, you may install the main program both on your desktop and on the laptop you take with you to a Court location or wherever. Enter the information on your laptop wherever you may be and when you get back to the office either print it out from your laptop or export it to a diskette, then import it to your desktop and print it out. It is all easily done from the pull down menu.

#### **You save by using NDF Electronic forms over paper forms:**

- You can check the accuracy on screen before printing.
- Reduce mistake throwaways.
- Only 1/3 as many sheets are needed as when using word processing because the information is condensed.
- Decrease storage space requirements: less paper in your files and you no longer need to store paper forms.
- Out of pocket cost is less than paper forms.
- Print only the parts of a set you need, when you need them.
- Routing instructions are on the bottom of each page, eliminates page confusion, saves time.
- Eliminate throwing out old forms and restocking when the law changes.

## Network Installation

Using the network installation program, you install the program on the main computer and the workstation setup on the secondary stations. An office that serves more than one function or is on a network that serves more than one function can order more than one program and install all on the same computer or network. The programs run separately.

## Program Groups

The program groups available are Civil Attorney and Collection, District/County Attorney, Municipal Court, Personal Property Tax Collection, Debt Collection and Clerk of the District Court.

## System requirements:

### Computer

486/DX2 66 or higher, Microsoft Windows operating system, 12-64 Mg RAM, 60 Mg of free hard drive space, 3 1/2" high density floppy drive or CD ROM Drive, mouse, and laser or ink jet printer.

Specific Requirements: Windows 3.1 needs an updated CD ROM driver, if using CD ROM installation. 12 Mg RAM with Windows 3.1, 24 Mg RAM with Windows 95, Windows 98 or Windows ME, 32-64 Mg RAM with Windows NT, Windows 2000 or Windows XP.

### Printer

The printer should have 1 1/2 Mg of memory on a 300 dpi printer and 4 Mg on a 600 dpi printer.

## Ordering and Use Information

- **Civil Attorney and Collection program** initial licensing fee is \$298.00. 75 forms in 24 sets, the main forms you use. An illustrated manual comes with the program.
- **Network** installation is available at a one time licensing fee of only \$98.00.

The program is licensed on the basis of print credit usage at 7¢ per page. It is like a subscription to Westlaw, Lexis or CaseBase, except that there you pay whether you use it or not. Here you pay only for your actual use. This way you can budget for what you need each year. Each user only pays for what they use.

You get \$10.00 initial print credit free with the initial licensing fee of the program. You will need to order additional print credit as you use the program.

Ordering additional print credit is easy and fast. Click on the telephone icon in the Form Selector Window, complete the order form, print it and fax it to NDF Co. We will fax back your completed order form with your authorization code for the print credit you specified. You enter the authorization code on your computer in the same order form as you faxed to NDF and you are ready to go with the new amount of print credit showing on your computer!

**NDF Electronic Forms Service**  
**PO Box 725, 116 E. Bdwy.**  
**Newton, KS 67114-0725**  
**Tele. 316-283-3628; FAX 316-283-3635**  
**www.ndfco.com**

# Forms Included in Program For Civil Attorney and Collections

## Chapter 60 Petition/Summons

*(you can use drop in causes of action)*

Collection Petition      Collection Summons  
Returns

## Chapter 61 Journal Entry of Judgment

### Contempt

*(you can use drop in grounds)*

Motion and Affidavit for Order to Show Cause  
Citation in Contempt  
Returns  
Order for Bench Warrant  
Bench Warrant

### Dismissal of Action

#### Execution

Praecipe for General Execution  
General Execution  
Notice of Exemption  
Request for Hearing

#### Exemption Notice - Non-Wage

Notice of Exemption  
Request for Hearing

#### Exemption Notice - Wage

Notice of Exemption  
Request for Hearing

#### Garnishment - Non-Wage

Request      Order  
Answer      Order to Pay In  
Return

#### Garnishment - Wage

Request      Order  
Return      Instructions  
Employer's Worksheet  
Answer

#### Income Withholding Order

Income Withholding Order  
Notice to Employer and Instructions  
Employer Answer  
Multiple Income Withholding Orders Worksheet  
Change of Employee Address / Status  
Return

#### Limited Action Petition/Summons

*(you can use drop in causes of action)*

Petition      Summons

#### Modification Income Withholding

Modification of Income Withholding Order  
Notice to Employer and Instructions  
Employer Answer  
Multiple Income Withholding Orders Worksheet  
Change of Employee Address / Status  
Return

#### Notice to Take Depositions

#### Proceedings in Aid

Application for Debtor Examination  
Order to Appear  
Returns  
Debtor's Questionnaire

#### Release of Garnishment

#### Release of Judgment

#### Small Claims Procedure

*(you can use drop in causes of action)*

Petition  
Summons containing copy of petition  
Instructions and Returns  
Defendant's Claim

#### Subpoena

*(list of witnesses scrolls for multiple use)*

Praecipe      Subpoena  
Return      Subpoena Information

#### Subpoena of Business Records

Praecipe  
Subpoena - No Personal Appearance  
Subpoena - Personal Appearance  
Return  
Affidavit of Custodian  
Notice of No Personal Appearance  
Subpoena Information

#### Summons - Chapter 60

Request      Summons  
Return

#### Summons - Chapter 61

Request      Summons  
Return

#### Transfer Chapter 61 Judgment to 60

#### Worthless Check Notice-Civil

#### Worthless Check Notice-Criminal

Licensing and installation fee for the Civil program is \$298.00.

For network installation add \$98.00.

**NDF Electronic Forms Service** Call 316-283-3628 or FAX 316-283-3635

[www.ndfco.com](http://www.ndfco.com)

