

# Electronic Legal Forms

A Windows Software Program

## Debt 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.

You can collect on your overdue accounts without using a collection agency or collection attorney by using the NDF Debt Collection forms program. All the forms that are necessary for debt collection are provided in the program. The installation and use of the software are very user friendly, and it comes with a detailed and illustrated manual.

### Documents are prepared simultaneously

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 is 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 Case No. 02C-4232'. Below this is a section titled 'REQUEST FOR EARNINGS GARNISHMENT' with the instruction 'Please issue garnishment on the earnings of the employee named below:'. It contains: 'Vs: We do Widgets, PO Box 9876, Maple Grove, KS 19763, (Garnishee (employer) Name, Address, Fax, Phone and E-mail)', 'and the employee debtor: SS # Unknown, Amount of Judgment \$ 450.00 Jackie Robinson, 9845 8th Ave, Maple Grove, KS 19763'. At the bottom, it says '\*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, your name, address and telephone number and save the document using the word "template" or any other identifying word enclosed in braces {} (see illustration).

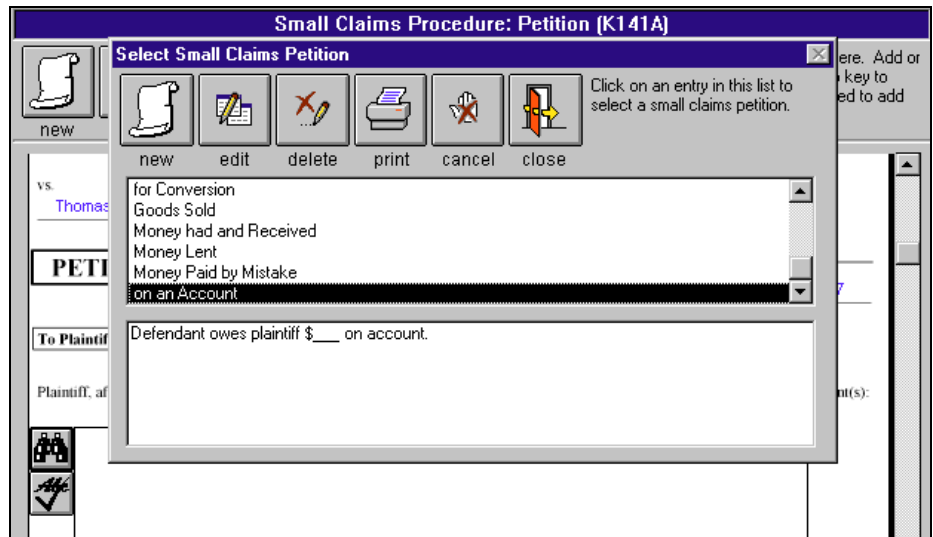
When you close the form, the template is saved under whatever word or words you enclosed in the braces. You can create as many templates as you wish for any or all form sets.

To use a template, you select it from the Record Identifier Box, choose the “Template” button and enter the variable data. Step by step instructions are given in the manual that comes with the software.

## Automatic “Drop in” of Statutory Causes of Action

*(Limited Action and Small Claims)*

The causes of Action listed in the database meet the statutory wording requirements. 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 enter his own cause of action and add it to the database.



Completion of 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.

A click on the check mark icon *checks the spelling* in the data entry box after you drop in the cause of action and add the specifics of your case.

## 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.



## 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. If for example, a debtor has changed jobs and you have the new employer's name, you simply open the garnishment prepared for the previous employer, change the employer name and address, update the balance and dates, and print. The new garnishment is ready in a matter of minutes.

## **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, so you know exactly who is to get copies and 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 Debt Collection, Civil Attorney and Collection, District/County Attorney, Municipal Court, Personal Property Tax 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**

- **Debt Collection program** initial licensing fee is \$198.00. 36 forms in 14 sets, the main forms you need for collection of bad debts. 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 an internet service, 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 Company has provided legal forms for attorneys and district courts in Kansas for more than 25 years. Our paper forms and software are widely used throughout the State of Kansas and are known for providing current and accurate handling of legal procedures. Our designer is an attorney who has studied the Kansas Statutes extensively. Our programmer has over 20 years experience in software development.

Order your software today and clean up your accounts receivable.

**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 Debt Collection

## **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**

### **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

Returns

Instructions

Employer's Worksheet

Answer

## **Limited Action Petition/Summons**

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

Petition

Summons

Return

## **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

## **Worthless Check Notice-Civil**

## **Worthless Check Notice-Criminal**

Licensing and installation fee for the  
Debt Collection program is \$198.00.

For network installation add \$98.00.

### **NDF Electronic Forms Service**

Call 316-283-3628 or FAX 316-283-3635

# Order Form for NDF Electronic Legal Forms Programs

Office Use only
Order No. _____
Order Rec'd _____
Ship Date _____

Check the programs you wish to order

- Civil Attorney and Collection Program..... \$ \_\_\_\_\_
- Debt Collection Program ..... \$ \_\_\_\_\_
- Clerks of the District Court Program..... \$ \_\_\_\_\_
- District/County Attorneys Program ..... \$ \_\_\_\_\_
- Municipal Court Program..... \$ \_\_\_\_\_
- Personal Property Tax Collection Program ..... \$ \_\_\_\_\_
- Network Installation Program ..... \$ \_\_\_\_\_

Total Merchandise ..... \$ \_\_\_\_\_

Shipping and Handling..... \$ 9.50

Subtotal..... \$ \_\_\_\_\_

Sales Tax \* ..... \$ \_\_\_\_\_

Total of Order ..... \$ \_\_\_\_\_

\* Non-governmental Bodies & Kansas Residents  
add Sales Tax at your local rate

**Method of Payment:**

Governmental bodies will be billed, others should send payment or use credit card:

Check Enclosed (payable to NDF Co.)



Name on card: \_\_\_\_\_

Address on card: \_\_\_\_\_

Card No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration date \_\_\_\_ / \_\_\_\_

Authorized signature on card: \_\_\_\_\_

Your Purchase Order No. \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

Person Ordering: \_\_\_\_\_

**Ship Program(s) to:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name of Office

\_\_\_\_\_  
Address - street/location address for UPS delivery

\_\_\_\_\_  
City State Zip + 4

**Send Invoice to: (if different)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name of Office

\_\_\_\_\_  
Address - post office address - (for invoice and billing)

\_\_\_\_\_  
City State Zip + 4

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