

Electronic Legal Forms

A Windows Software Program
for District/County Attorneys

- ◆ 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 immediately suggested on the 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, insertion of the facts in the Complaint automatically completes a Summons and a Warrant, both of which contain a copy of the Complaint.

The user prints out their choice of the Summons or the Warrant.

Crim. Summ/Warr & Bad Ck: Complaint [KS111A]

new print previous next goto close

Click an entry field to move the blinking cursor there. Add or edit the information in the field and press the Tab key to move the cursor to the next entry field. If you need to add or remove a check, click the checkbox.

Form KS111A - Criminal Complaint

DISTRICT COURT OF BUFFALO COUNTY, KANSAS
Buffalo County Courthouse, 5346 Main, Maple Grove, KS 19763
Address and Location of Court

THE STATE OF KANSAS
vs. John Doe Defendant
423 E 9th, Maple Grove, Kansas address
444-33-4444 3-19-69 W/M 6'3" 200 Blue Blonde
DL, dob, Race/Sex, Height, Weight, Eye Color, Hair Color

No. 01-CD-3241
BUFFALO
County of Alleged Offense in Kansas

COMPLAINT

Stuart Smith

of lawful age, being first duly sworn on oath, for complaint against the above named defendant alleges and states:
Count 1

Automatic "Drop in" of Statutory Charges

Select State Criminal Charge

new edit delete print cancel close

Use this dialog to select a state criminal charge, or to modify the list of charges.

Statute: 21-3707

21-3701(a)	Theft of Lost or Mislaid Property
21-3704(a)	Theft of Services
21-3704(a)	Theft of Services
21-3704(a)	Theft of Services
21-3705	Criminal Deprivation of Property
21-3707	Giving a Worthless Check

Class A nonperson misdemeanor

willfully and intentionally with intent to defraud make, draw, issue or deliver a check, order or draft signed ___ drawn on the ___ bank of ___, dated ___, payable to the order of ___ in the sum of \$___, knowing at the time of the making, drawing, issuing or delivering thereof, that the maker or drawer had no deposit in or credits with said bank or had not sufficient funds in or credits with said bank for the payment thereof in full upon presentation. Check endorsed ___

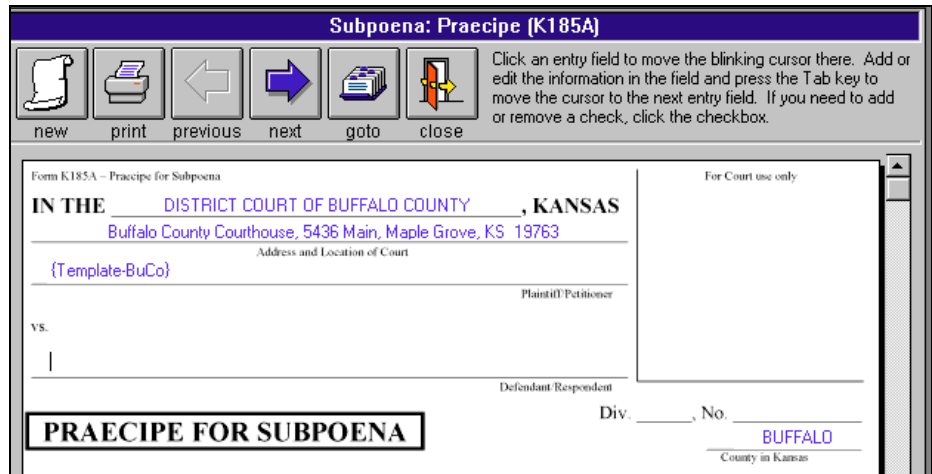
A click on the binocular icon provides a listing of standard statutory charges. You make the selection, and then by another click, drop it in as the charge. You can then edit the Complaint with further applicable specifics and list the witnesses.

The statutory section, and the class or severity level information automatically drops in and there is no need to look up the statute number. The same information immediately appears in the Summons and the Warrant.

You can also state your own charge and add it as a model to the data base. The entire data base, showing the statutory number, the statutory text and the class or severity level can be printed if you wish. The pre-entered list of State Criminal Charges should be check by the user.

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 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.



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. You can create as many templates as you wish for any or all form sets. Templates replace the imprinting process on paper forms sets.

Editing Existing Forms

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

Index of Documents

The Record Identifier 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

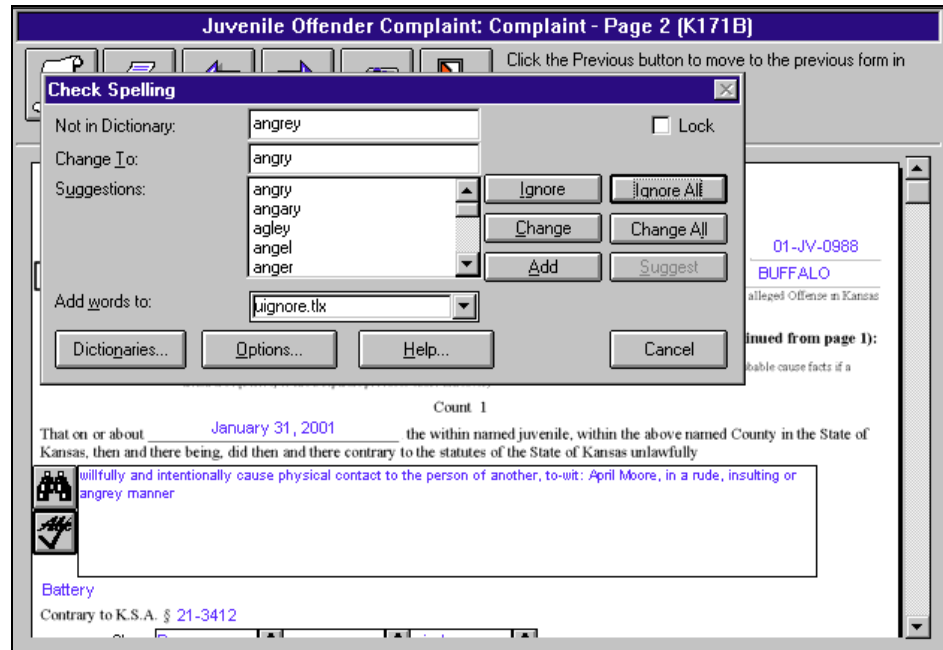
You can print a list of the prepared forms in the Record Identifier by clicking on the printer button above the upper right corner of the Record Identifier.

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.

Spell Checker

A spell checker is located where data entry is more than names or numbers. A click on the check mark icon checks the spelling in the text box. You can add words that are not in the spelling dictionary.



Exporting and Importing

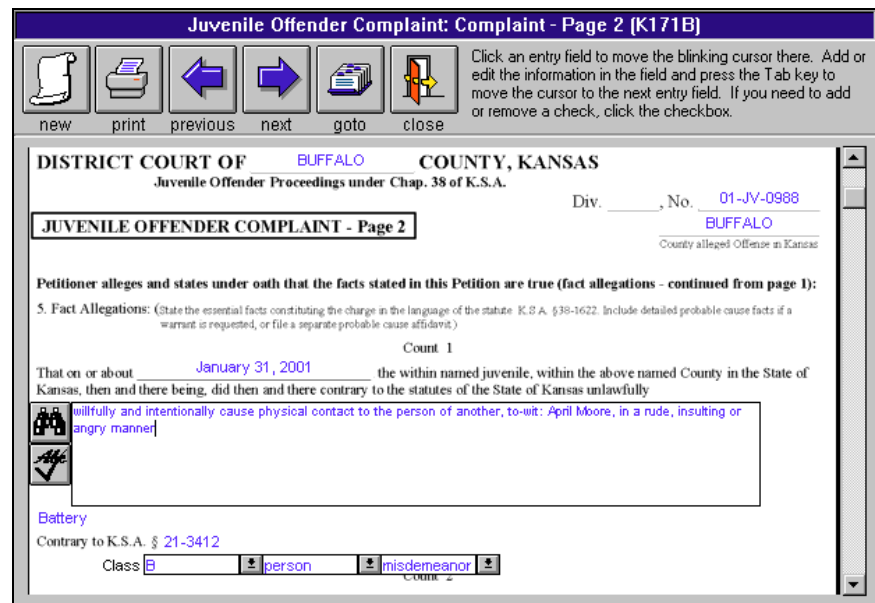
You can install the main program on more than one computer in one office at a single location. For example, you may install the main program both on your desktop and on the laptop you take with you to a Court location or wherever. Enter the information on your laptop wherever you may be and when you 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.

Additional Special Features and Forms Available in this Software

The *Juvenile Offender* form in the software heads up the Juvenile Offender Complaint, Summons and Multiple Count forms.

The *Child in Need of Care* form heads up the Child In Need of Care Petition and Summons form.

The charges in the Juvenile Offender form set and the statutory grounds in the Child in Need of Care set, use the same “drop in” method to insert the charges and statutory grounds as in the Criminal Complaint, Summons and Warrant forms.



Search Warrant - Insertion of the facts in the Affidavit for a Search Warrant automatically completes the Warrant. *There is no faster way to do it.*

The *Subpoena* allows you to enter a list of witnesses that 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. 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 documents.

Complaint/Information

Summon Warrant sets - we have provided you with a choice of two types, one for the complainant's signature and one for signature of only the prosecutor.

DUI Diversion and *General Diversion* forms - The first page is valuable because it allows you to assemble all variable information in a logical fashion on one sheet. If you do not like the standard conditions set forth on the second page, omit it and attach your own.

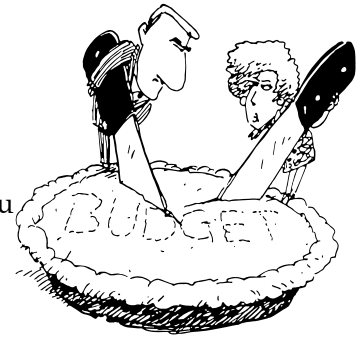
The *Care and Treatment* (for mental/alcoholic/substance abuse) includes the Petition for Order of Protective Custody, Ex Parte Emergency Order, Temporary Order and the Preliminary Order and Notice.

The *Income Withholding Order* and the *Modification of Income Withholding* create all necessary documents by completion of the main Order. This includes the Income Withholding Order, Notice to Employer, Employer Answer, Worksheet and Change of Employee Address/Status.

The total monthly child support and spousal maintenance is calculated by the computer. There is also a handy calculation worksheet for the employer's use when there are multiple withholdings. This simplifies what is otherwise a very confusing process for them.

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 NDF 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.

Software Program Groups

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

System requirements:

Computer

486/DX2 66 or higher, Microsoft Windows operating system, 12-64 Mg RAM, 65 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.

Order and Use Information

- **District/County Attorney program** initial licensing is \$298.00. You get 62 forms in 22 sets, the main forms you use. An illustrated manual comes with the program.
- **Network** installation is available at a one time licensing charge 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. You can install the program on as many computers at a single location as you wish.

You get \$10.00 initial print credit free with the initial licensing 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!

