

Electronic Legal Forms

A Windows Software Program

for Municipal Courts

- ◆ 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 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 Notice to Appear and a Warrant, both of which contain a copy of the Complaint (see illustration). The same information immediately appears in the Notice to Appear and the Warrant. The user prints out his choice of the Notice to Appear or the Warrant.

You can Automatically “Drop in” the City Ordinance Charges

A click on the Binocular icon provides a listing of standard city ordinance charges. You make the selection, and then by another click, drop in the municipal ordinance charge and ordinance information.

There is no need to look up the ordinance number. (*You can also setup your own drop-in charges and add them to the data base.*) You can then edit the Complaint with further applicable specifics and list the witnesses.

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

Muni. Compl/Notice App/War: Complaint (KM111A)

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 KM111A - Municipal Complaint

MUNICIPAL COURT OF MAPLE GROVE, KANSAS
Maple Grove City Hal, 7th & Elm, Maple Grove, KS 19763
Address and Location of Court

THE CITY OF MAPLE GROVE, KANSAS

vs.
Richard Jones Defendant
1209 E Euclid, Maple Grove, KS 19763 address
DL: K90-90-9979 dob: 11-3-76 Race/Sex: W Height: 5'10" Weight: 175 Eye Color: Brown Hair Color: Brown

COMPLAINT

No. 01-CR-00324
STATE OF KANSAS, CITY OF
MAPLE GROVE
AND COUNTY OF
BUFFALO

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

Count 1

That on or about April 21, 2001, the above named defendant, within the corporate limits of the above named City and State, did then and there in violation of the ordinances of said City willfully, unlawfully, and intentionally

with knowledge or probable cause to believe that such acts will alarm anger or disturb others or provoke an assault or other breach of the peace, engaging in brawling or fighting, or disturbing an assembly, meeting or procession not unlawful in its character, or using offensive or obscene or abusive language or engaging in noisy conduct tending reasonably to arouse alarm, anger or resentment in others

Witnesses:
Richard Cleancut
Dora Busybody
Blaine Busybody

Ordinance violated: Disorderly Conduct 9.1 Counts 2 through 4 attached

Notice summons issued for the defendant's appearance on
May 25, 2001 at 2:30 P.M.

OR Warrant issued — appearance bond requirement is \$ 500.00 in cash only

Subscribed and sworn to before me on 4-23-01

Complainant

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). You can create as many templates as you wish for any or all form sets.

To use a template, you select it from the Form Set Selector Window and begin a new form. Step by step instructions are given in the manual that comes with the software.

Templates replace the imprinting process on paper form sets.

Additional examples and suggestions

The *Municipal Bench Warrant* is easy to complete when there is a non-appearance. It has some of the same features as the Complaint, Notice to Appear and Warrant Forms.

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.

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

Editing Existing Forms

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

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. (see illustration)

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.

The screenshot shows the 'Form Set Selector - Municipal Court' application. A 'Search for Record' dialog box is open, with the search criteria set to '01-CR-3512' in the 'Case No' field. The 'Record Identifier' window displays a list of records with columns for 'Defendant' and 'Case No'. The record for 'David Dogendorf' with case number '01-CR-3512' is highlighted. A 'Municipal Bench Warrant' form is visible at the bottom of the application window.

Defendant	Case No
{Template}	
Robin Hood	01-CR-0975
Donnie Delinquent	01-TR-09683
Batman	01-TR-09756
David Dogendorf	01-TR-0981
David Dogendorf	01-CR-3512
John Smith	01-C-1845
John Doe	01-CR-0978
John Dixon	01-TR-67373
Joseph Blowfish	01-TR-3462
Mary Dogendorf	01-CR-76376
George Barefoot	01-TR-547

Deleting Completed Forms

If you no longer want to keep a completed form, you just select it in the Record Identifier 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 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 the Court 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 server or primary 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 Municipal Court, Clerk of the District Court, District/County Attorney, 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, 40 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 requires an update driver for CD-ROM installation. 12 Mg RAM with Windows 3.1, 24-32 Mg RAM with Windows 95, Window 98 or Window 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

- **Municipal Court program** initial licensing is \$248.00. You get 23 forms in 14 sets, all the main forms the Court uses. 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 it 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!

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
Municipal Courts**

**1st Appearance/Arrest Journal
Entry**

**Appointment and/ or Continuance
Notice**

Arrest/Detention Affidavit

DUI Diversion

DUI Diversion Agreement

Conditions of Diversion

General Diversion

General Diversion Agreement

Conditions of Diversion

Intent to Dismiss Case Notice

Municipal Bench Warrant

**Municipal Complaint/Notice
to Appear/Warrant**

(uses a drop in database of ordinance violations)

Complaint

Notice to Appear Summons

Warrant

Arrest/Detention Affidavit

Multiple Counts

Municipal Multiple Counts

(uses a drop in database of ordinance violations)

Search

Affidavit

Application

Warrant

Sentencing Journal Entry

Subpoena

(list of witnesses scrolls for multiple use)

Praecipe

Subpoena

Worthless Check Notice-Civil

Worthless Check Notice-Criminal

Licensing and installation fee for the
Municipal Court program is \$248.00.
For network installation add \$98.00.

NDF Electronic Forms Service

Call 316-283-3628 or FAX 316-283-3635
www.ndfco.com

