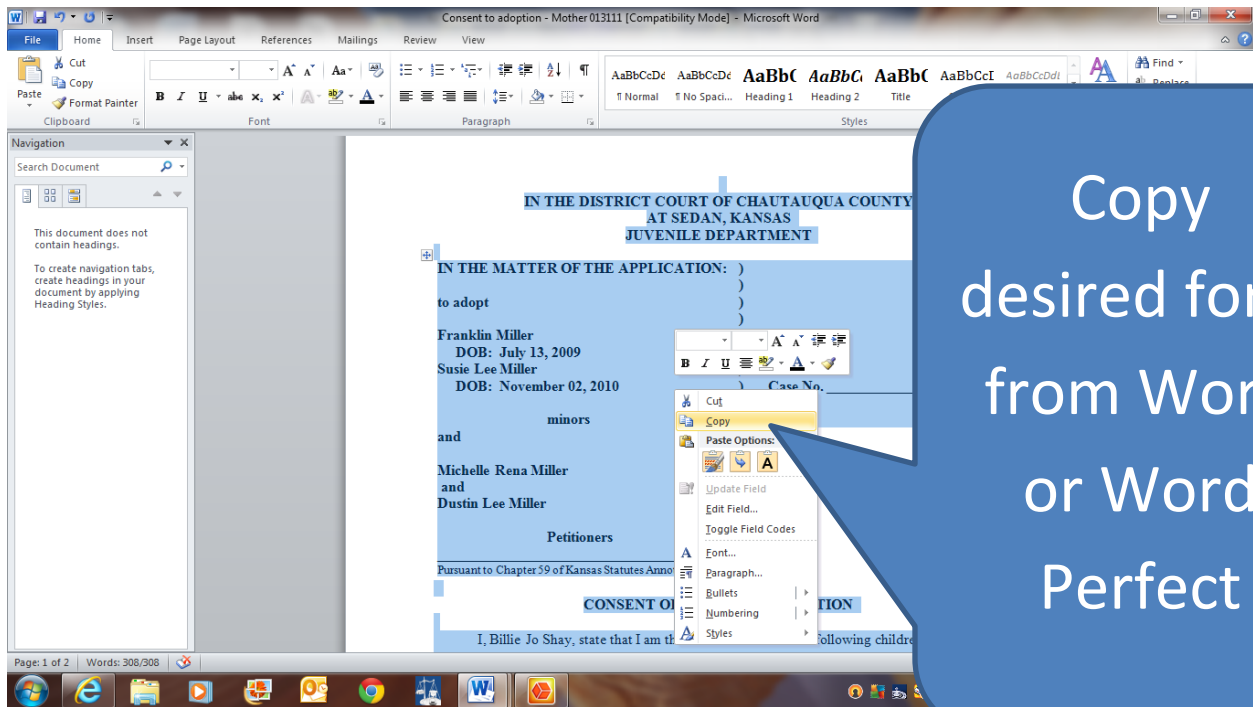
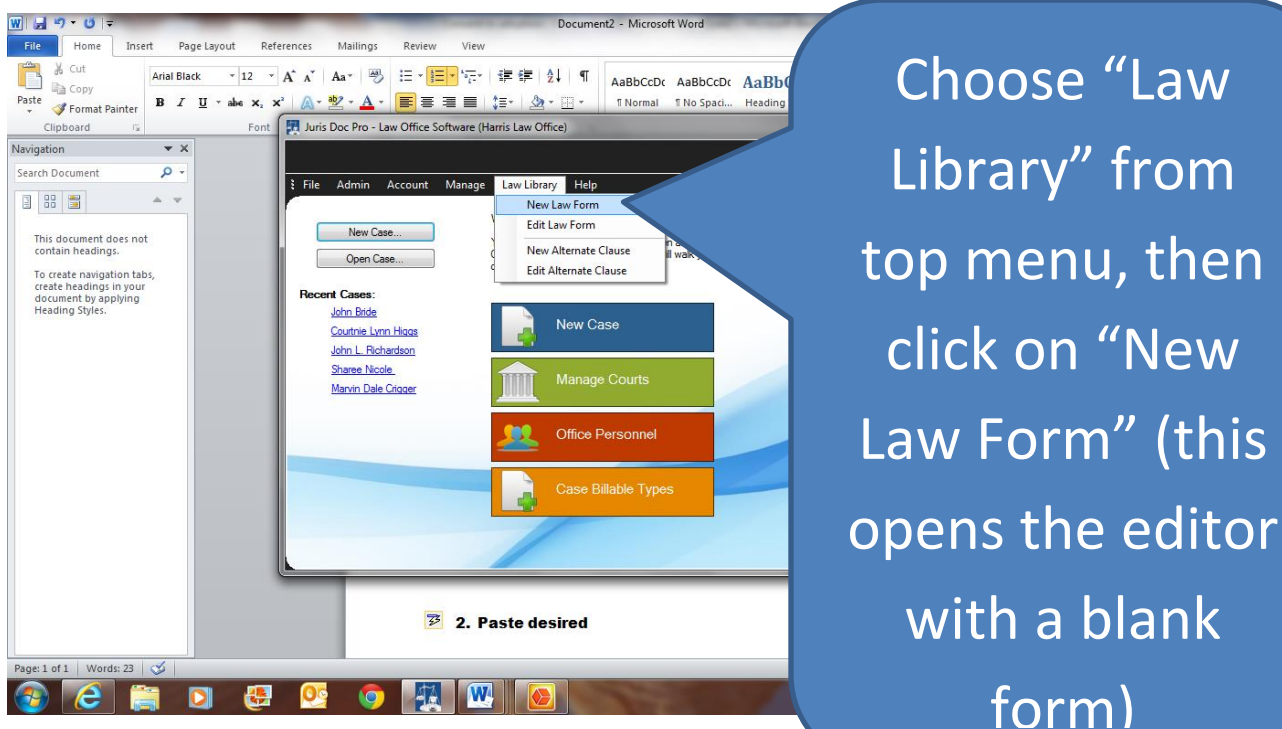


CREATING NEW FORM

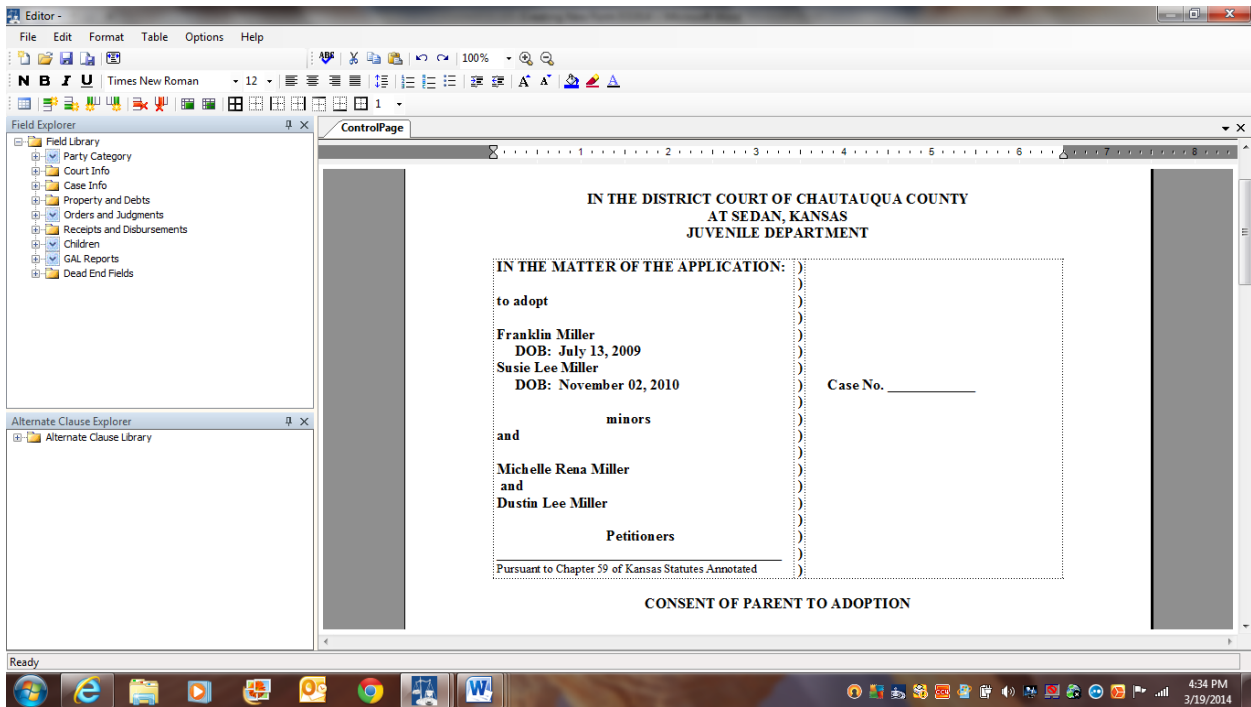
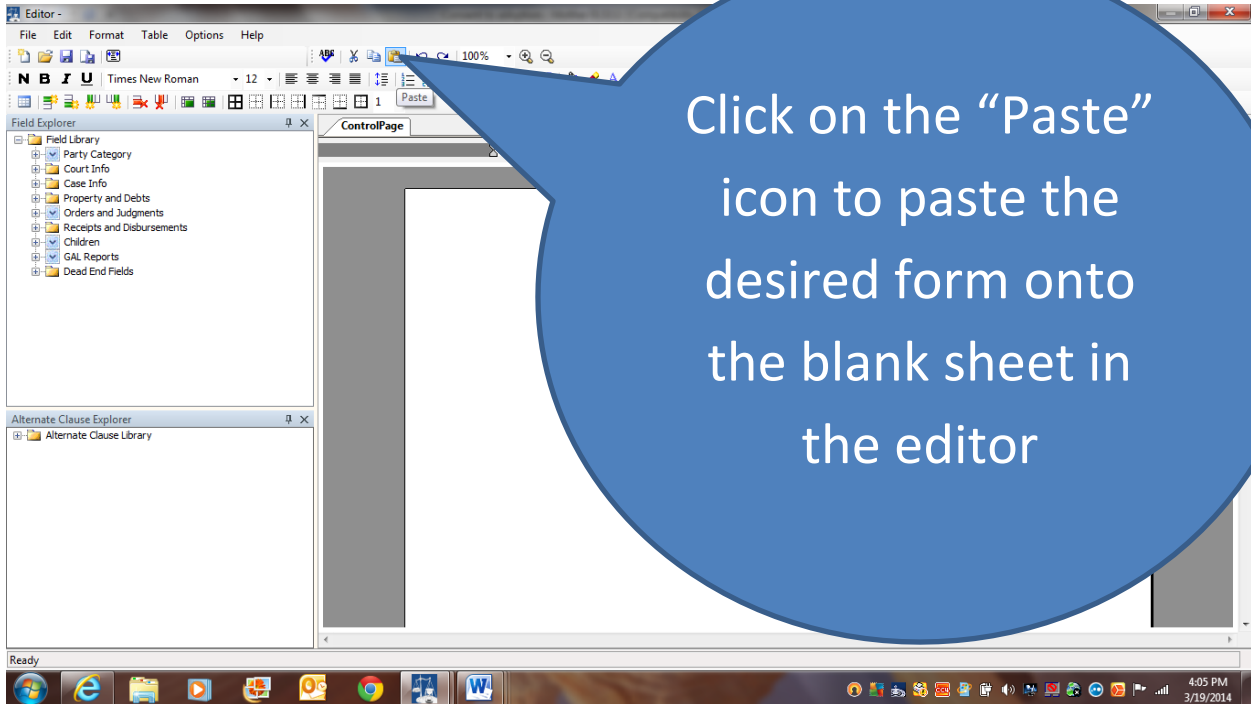
1. Copy desired form from Word or Word Perfect



2. On JDP start screen menu, choose "Law Library", then click on "New Law Form"



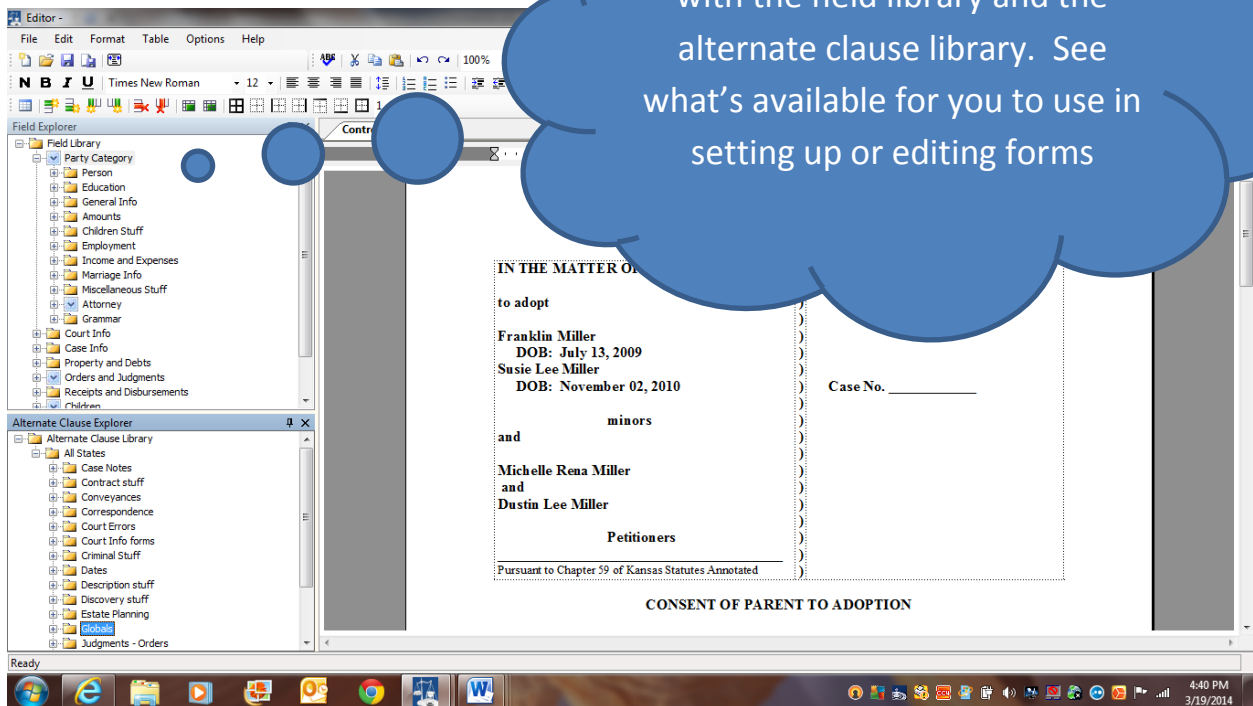
3. Paste the desired form onto the editor



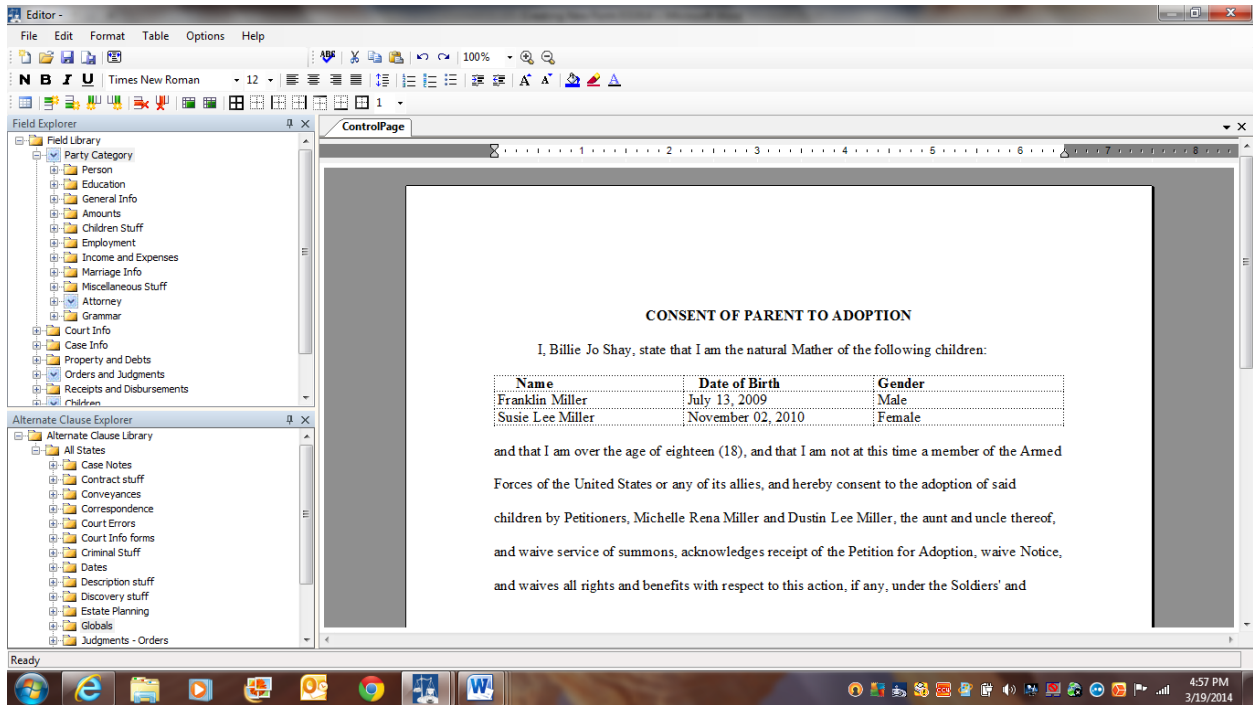
4. Now edit the form; but first:

It's a good idea to explore and become familiar with the field library and the alternate clause library. See what's available for you to use in setting up or editing forms

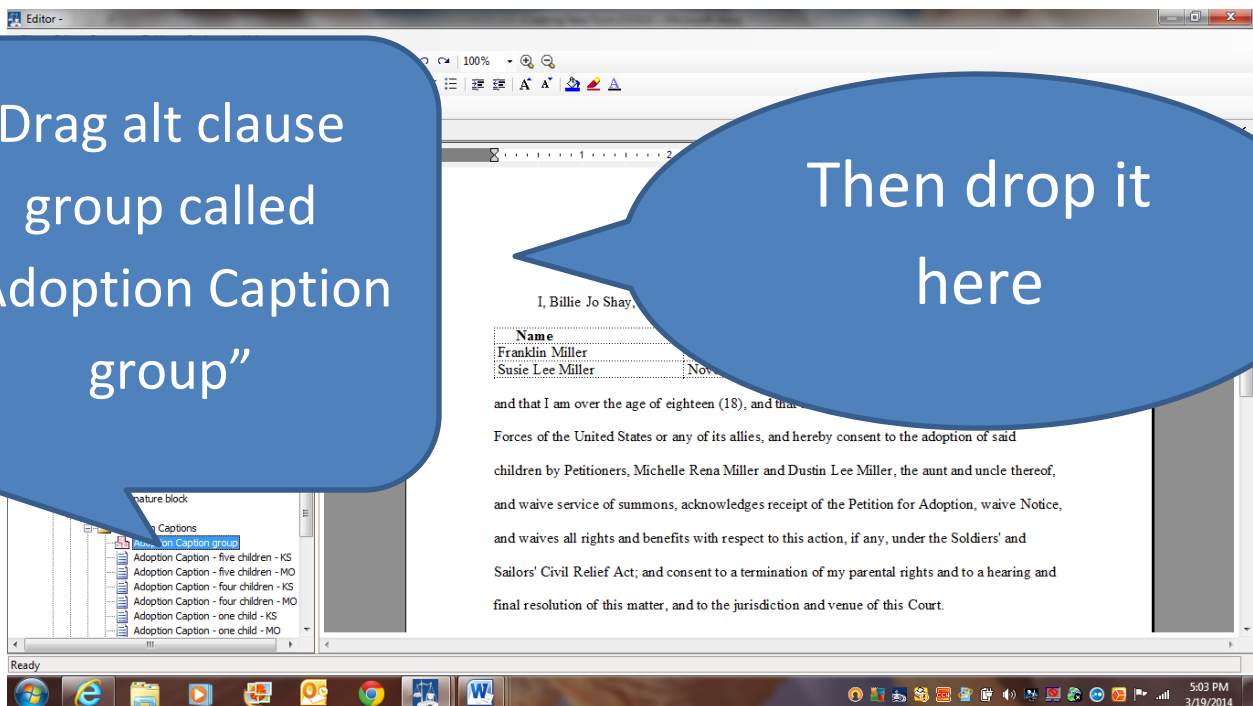
Explore and become familiar with the field library and the alternate clause library. See what's available for you to use in setting up or editing forms



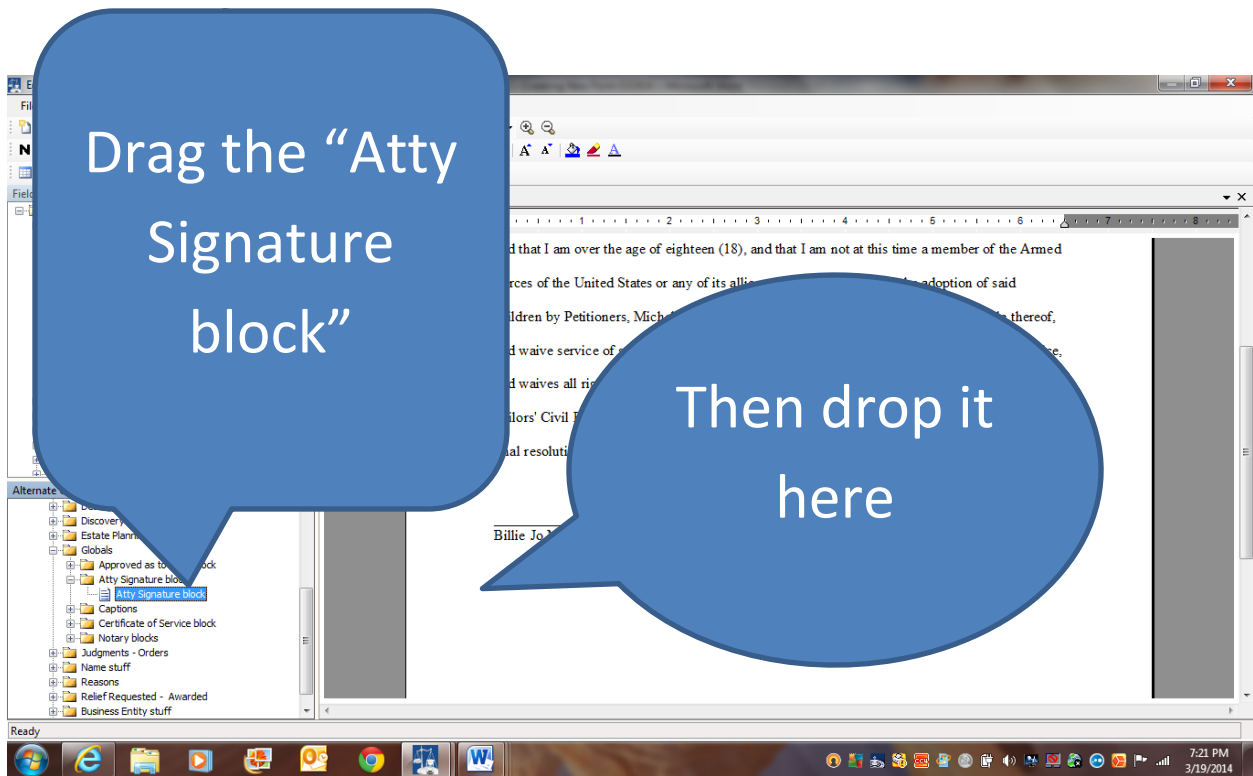
5. First, do the big edits – on the form, delete the caption, attorney signature block and notary block; then substitute by dragging and dropping alternate clause groups (a folder which contains several alternate clauses) from the “Globals” section to handle the deleted portions of the form



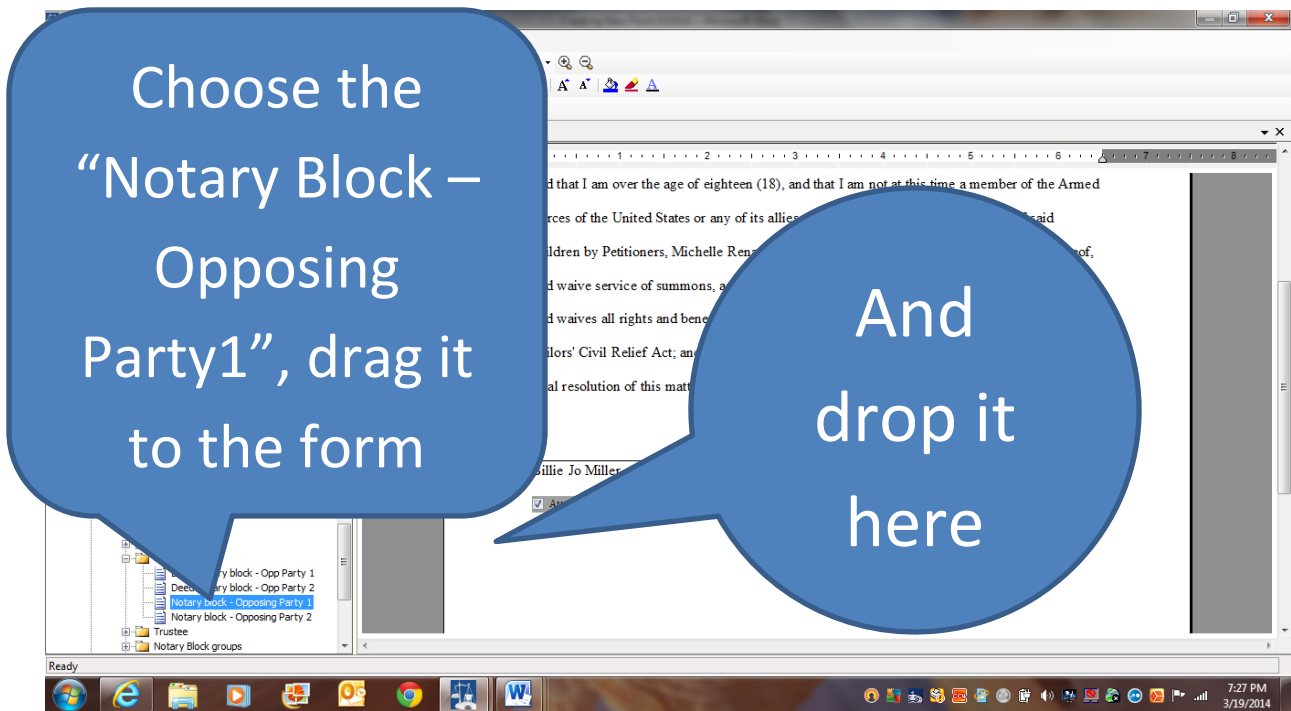
6. After deleting, choose appropriate global caption (here, “Adoption Caption group”, drag it over to the form and drop it in caption area at left margin



7. Then choose the “Attorney signature block” and drag and drop it

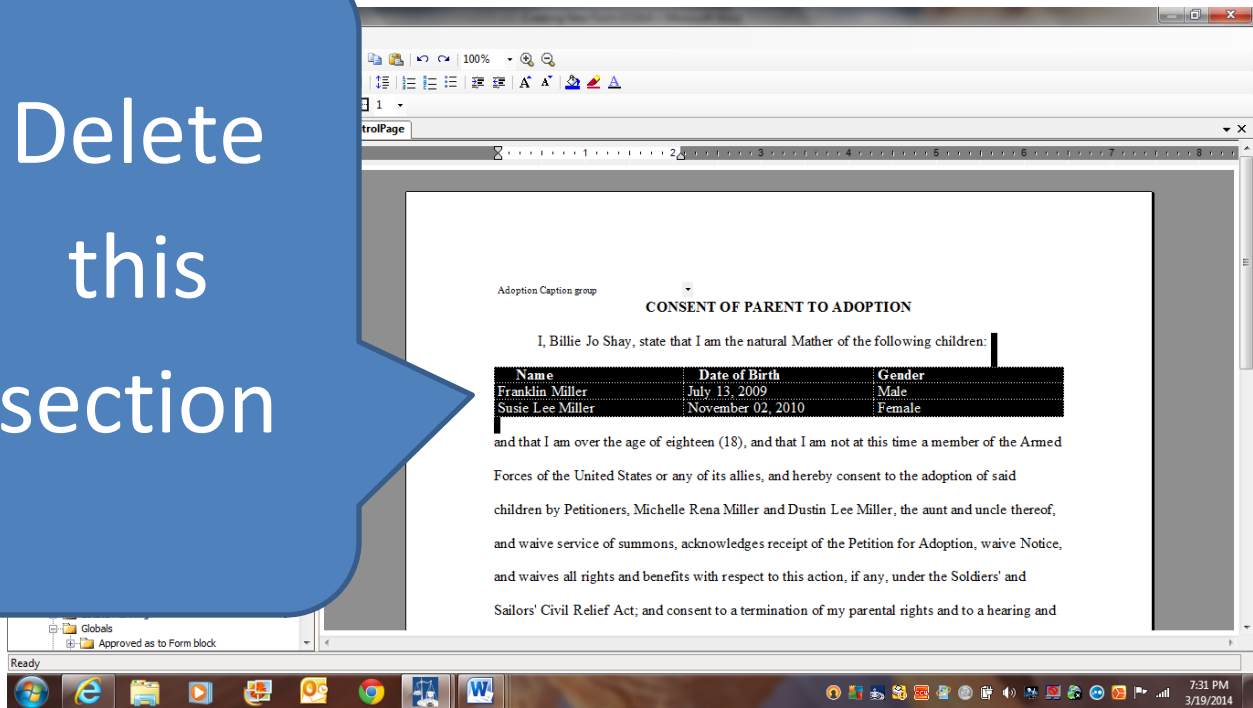


8. Then choose the “Notary Block – Opposing Party1”



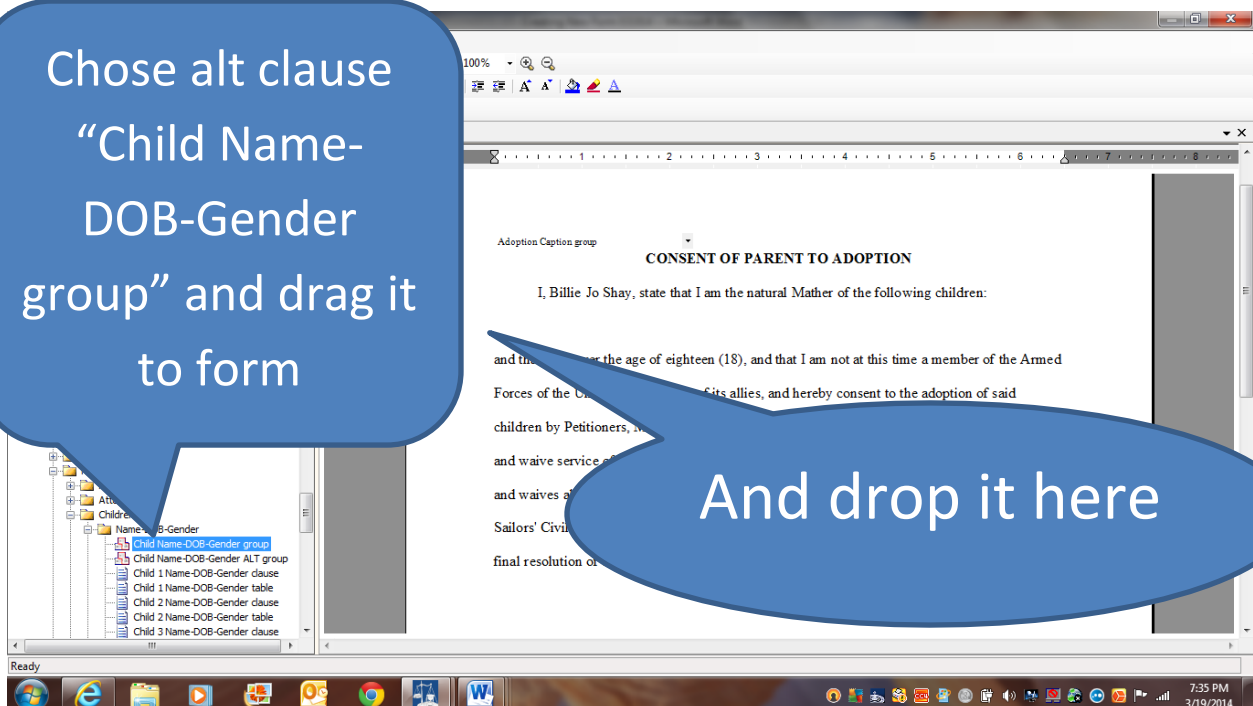
9. Because children are involved, delete the section of children names, DOB, etc.

Delete this section



10. Then choose and drag alt clause "Child Name-DOB-Gender group" (under Name stuff > Children > Name-DOB-Gender) and drop it on the form

Chose alt clause "Child Name-DOB-Gender group" and drag it to form



And drop it here

11. Now drop and drag appropriate fields for remainder of the form (ie, opposing party name, parent type, etc.)

Choose "Opposing Party1" then "Full Name", and drag it to the form

And drop it here

The screenshot shows a software interface for editing a legal form. The title of the form is "CONSENT OF PARENT TO ADOPTION". The text on the form includes: "I, Michelle Jo Shay, state that I am the natural Mother of the following children:". Below this, there are several lines of text, some of which are partially obscured by a large blue callout bubble. The bubble contains the instruction: "Choose 'Opposing Party1' then 'Full Name', and drag it to the form". Another part of the bubble says "And drop it here", pointing to a specific location on the form. The interface includes a menu bar (File, Edit, Format, Table, Options, Help), a toolbar, and a "Field Explorer" on the left side.

The screenshot shows the same software interface as the previous one, but with the form completed. The text on the form is: "I, , state that I am the natural of the following children:
Child Name-DOB-Gender group
and that I am over the age of eighteen (18), and that I am not at this time a member of the Armed Forces of the United States or any of its allies, and hereby consent to the adoption of said children by Petitioners, and , the thereof, and waive service of summons, acknowledges receipt of the Petition for Adoption, waive Notice, and waives all rights and benefits with respect to this action, if any, under the Soldiers' and Sailors' Civil Relief Act, and consent to a termination of my parental". The "Field Explorer" on the left side shows a tree view of the form's fields, including "Opposing Party 1", "Person", "Name", "Residence", "Entry Stuff", "Identification", "Age", "DOB", "DOD", "Entry Time", "Children", and "Name-DOB-Gender".

12. Finally, click “Save As” icon, and save form in appropriate folder with a unique name (say, “My Consent to Adoption1”)

