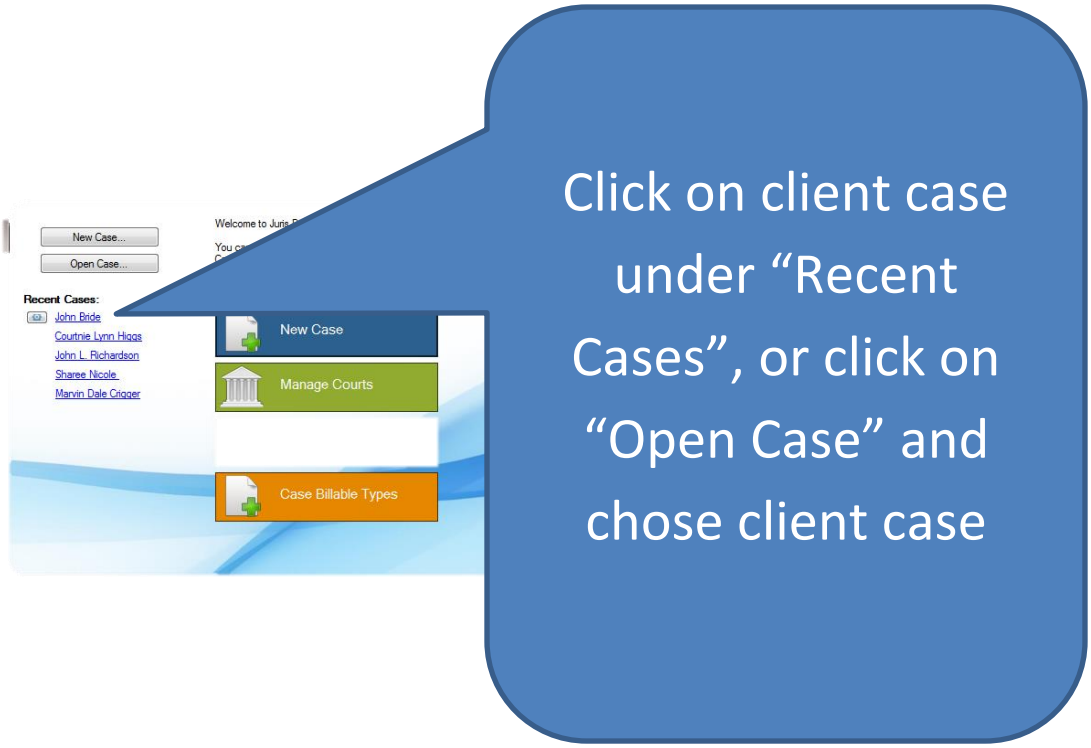
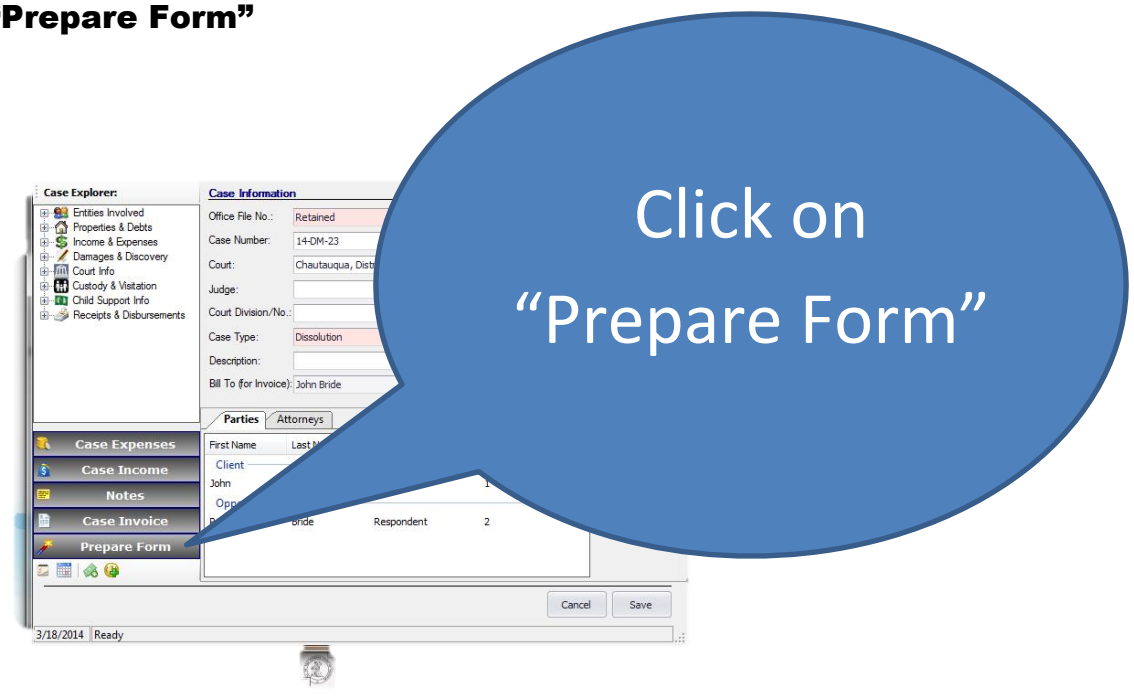
## PREPARING A LAW FORM

### 1. Open Client file

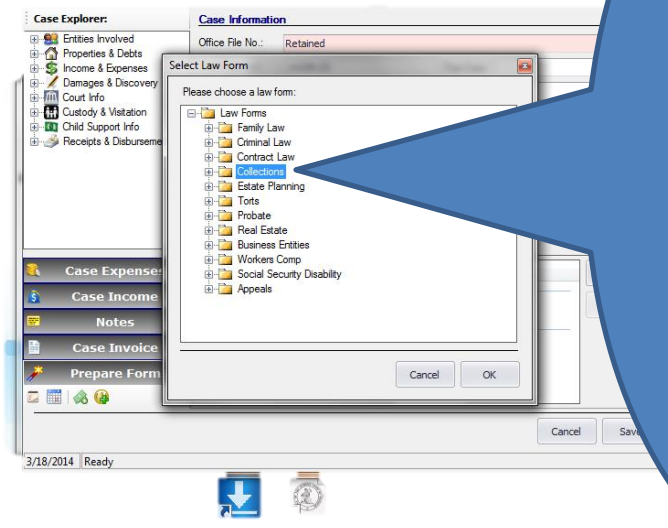



### 2. Click on "Prepare Form"

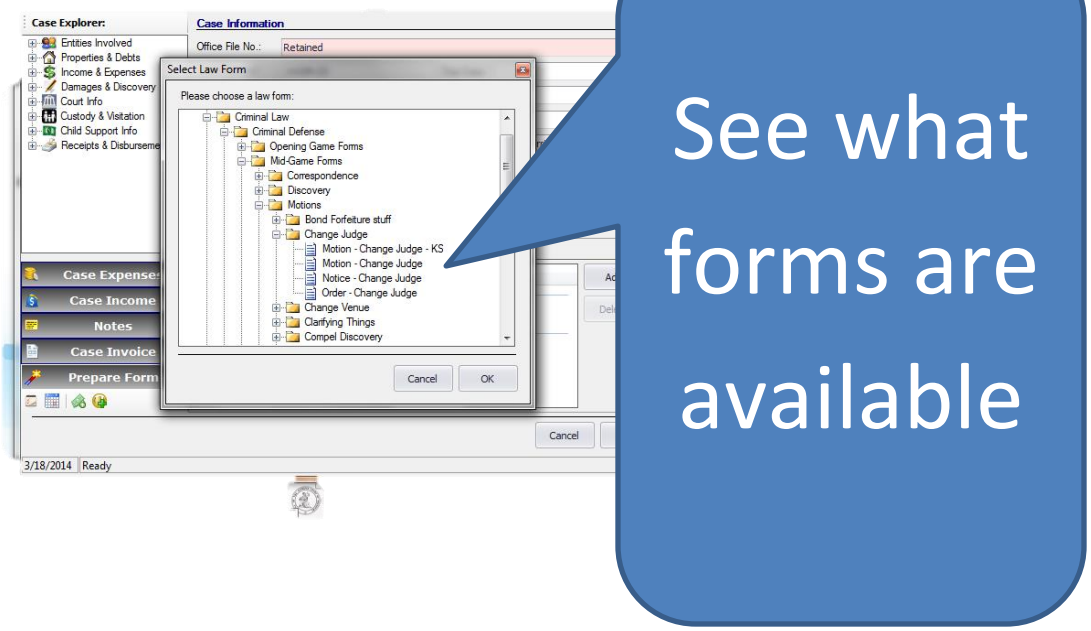


NOTE – IT IS A GOOD IDEA TO EXPLORE AND BECOME FAMILIAR WITH THE LAW FORM LIBRARY, TO SEE WHAT FORMS ARE AVAILABLE (THERE ARE SEVERAL THOUSAND)

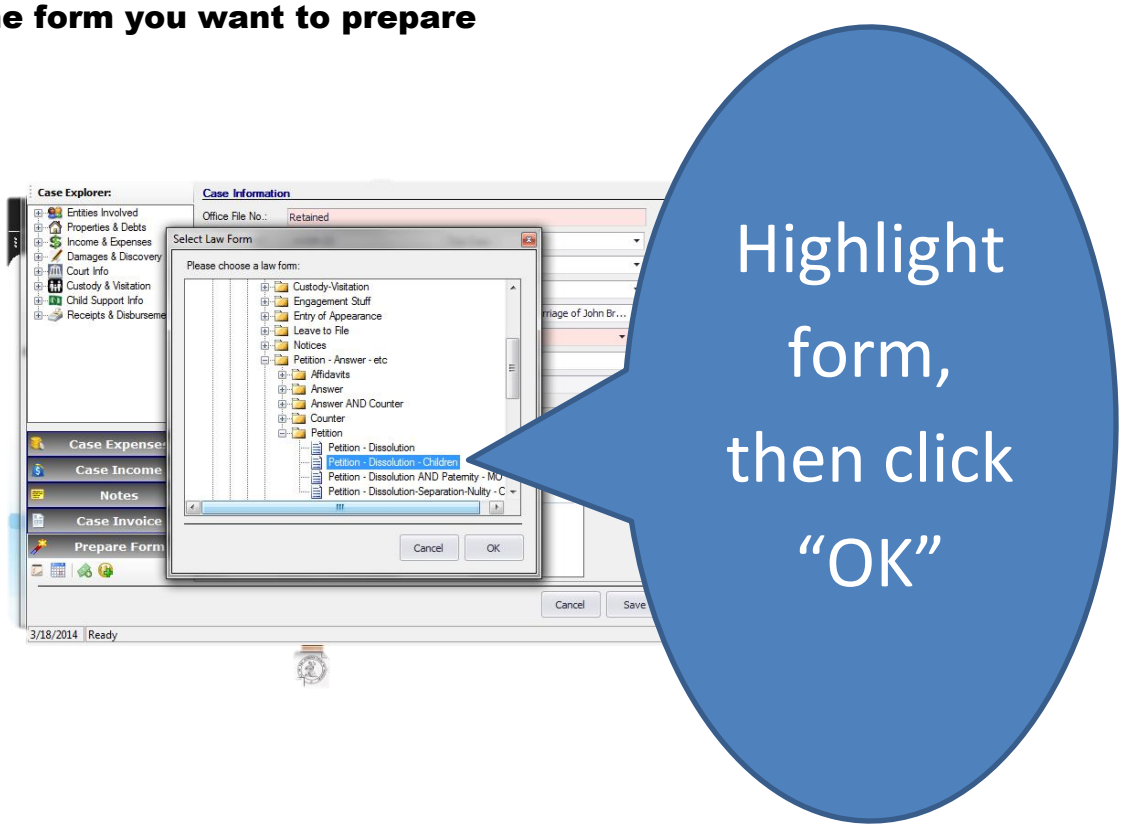
**3. First explore the law library**



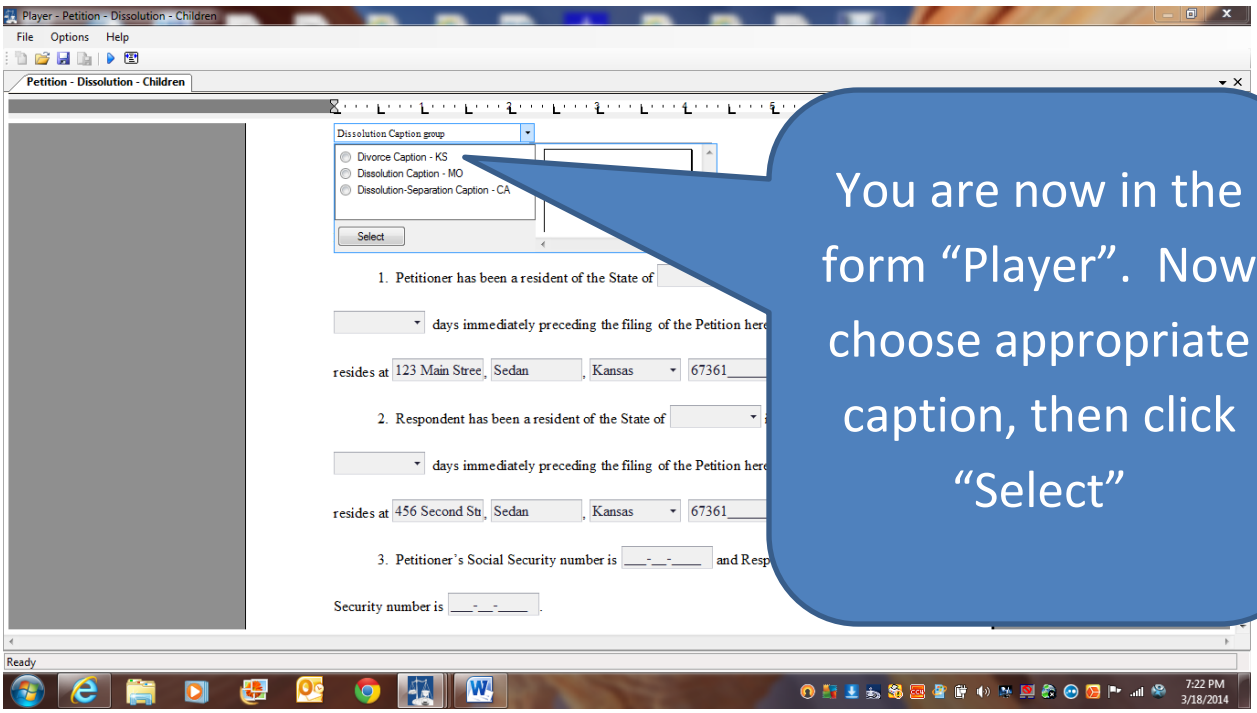

Explore the Law Library to see what forms are available



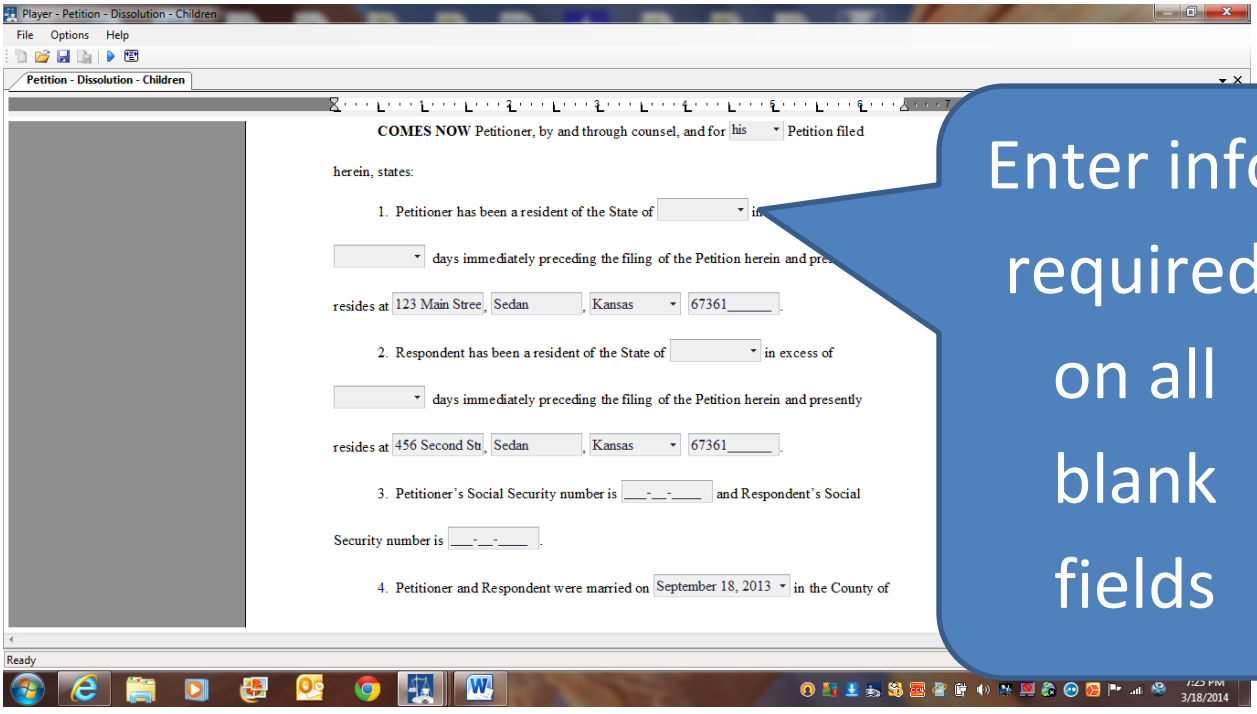

**4. Choose the form you want to prepare**



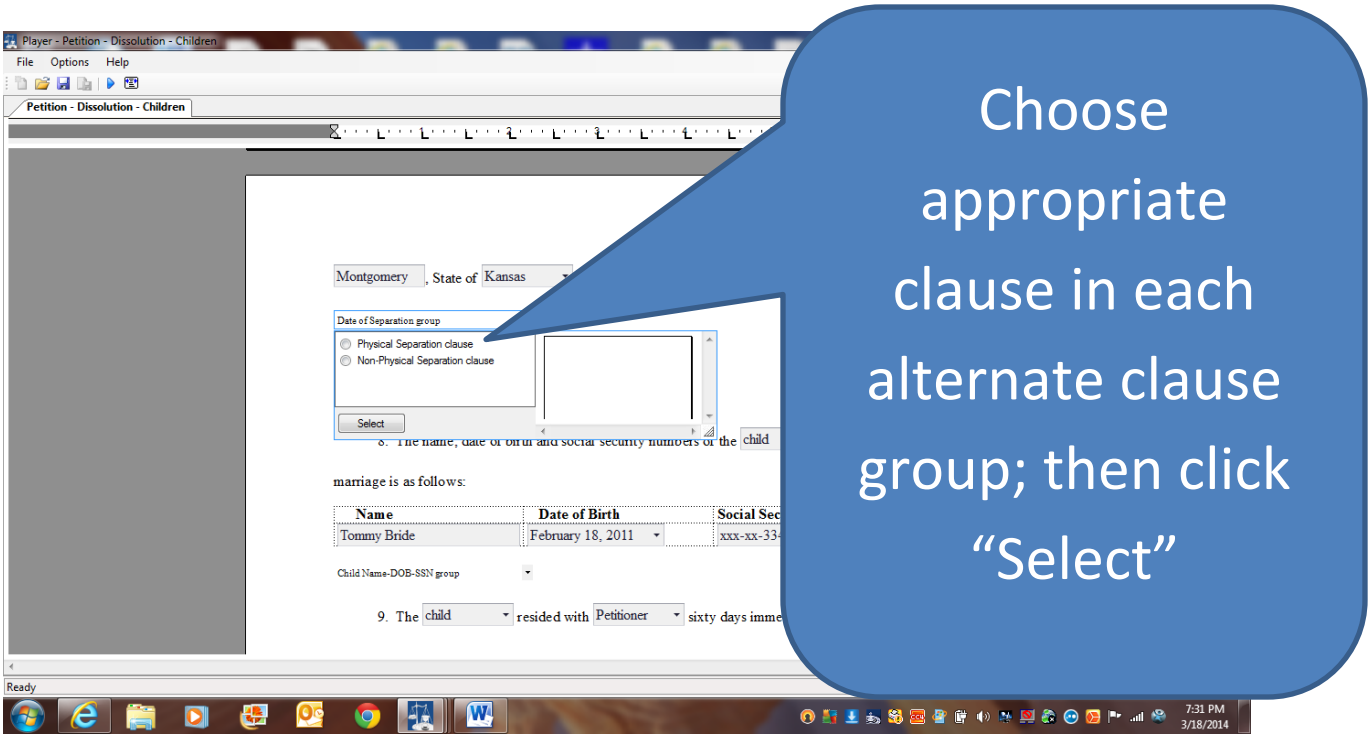
## 5. When form opens, chose appropriate caption



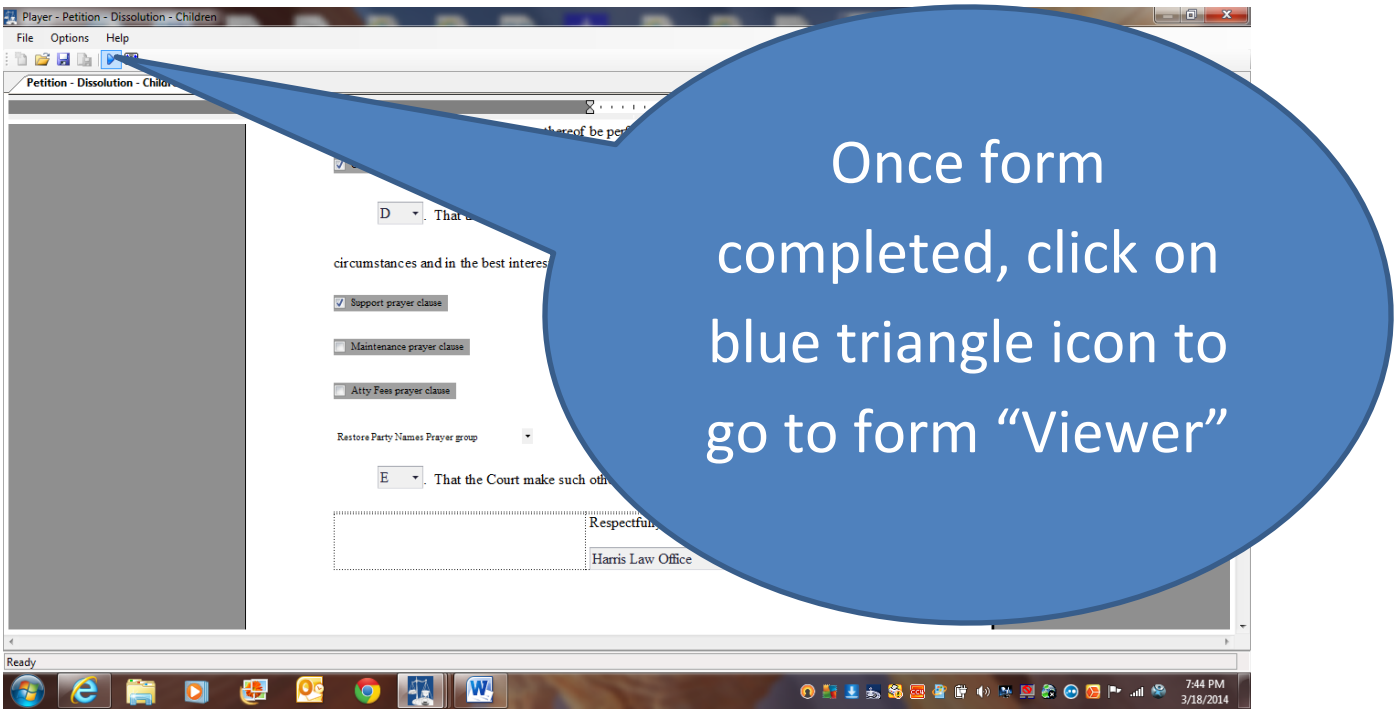

## 6. Now enter info on blank fields



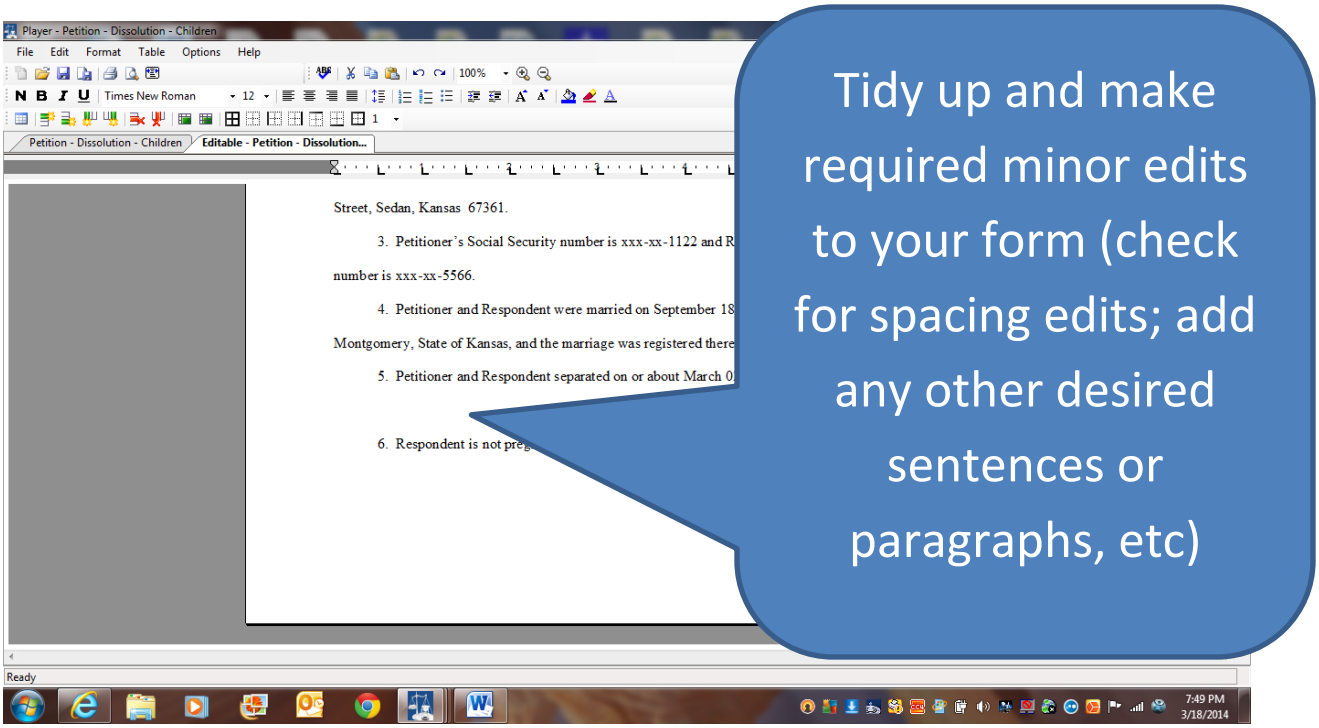
7. **Select appropriate alternate clause on each alternate clause group (= a drop down list of alternate fields that can be chosen)**



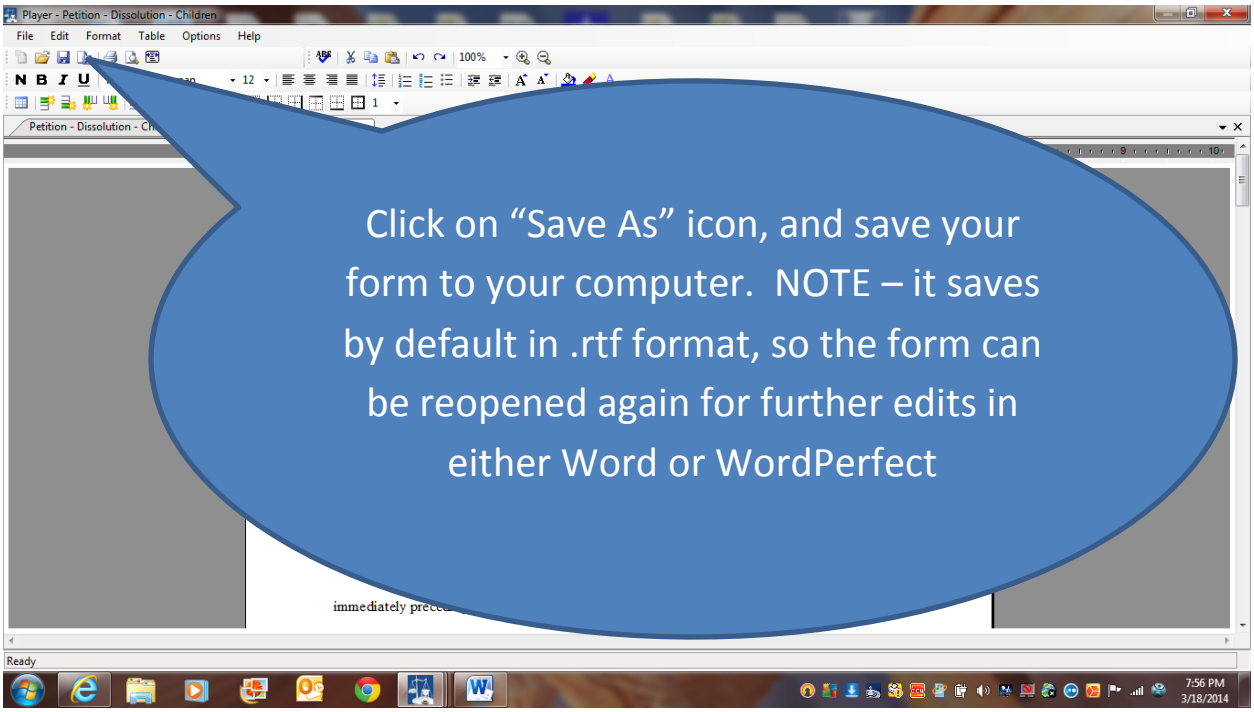

8. **Once form completed, click on blue triangle icon to go to the form "Viewer" (it strips the data in all fields and gives you a chance to edit form before saving and printing it)**



**9. Now tidy up and make any minor edits to your form**




**10. Now click on "Save As", and save your form to your computer (say, "Petition for Divorce 031814").**




**11. To print form, click on print icon above; or open saved form in Word and print.**