

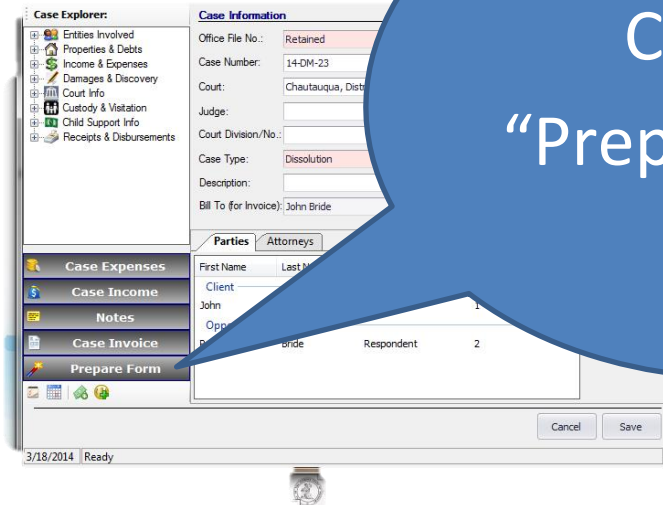
PREPARING A LAW FORM

1. Open Client file



Click on client case under “Recent Cases”, or click on “Open Case” and chose client case

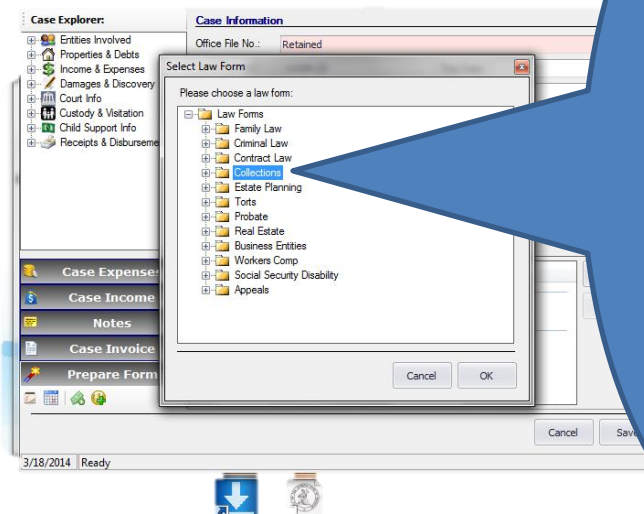
2. Click on “Prepare Form”



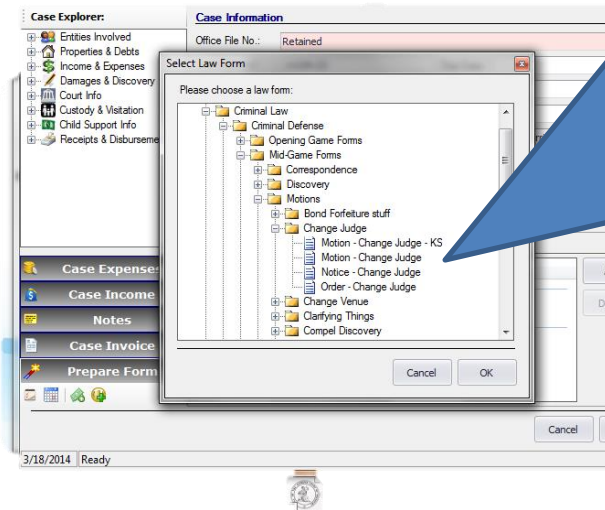
Click on “Prepare Form”

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

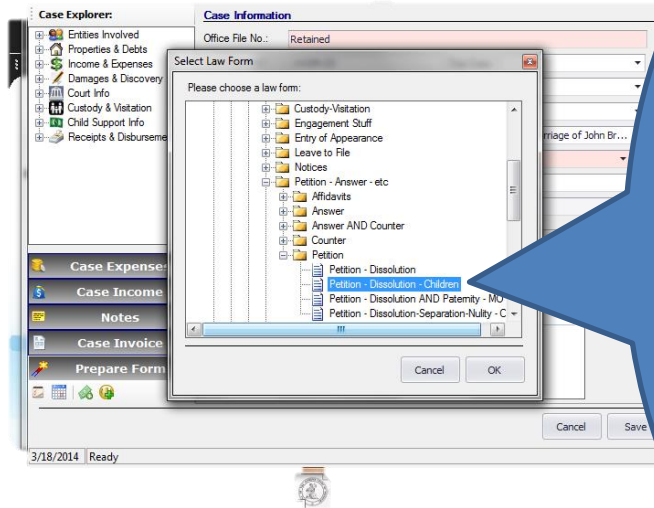


Explore the Law Library to see what forms are available



See what forms are available

4. Choose the form you want to prepare



Highlight form, then click "OK"

5. When form opens, chose appropriate caption

Player - Petition - Dissolution - Children

File Options Help

Petition - Dissolution - Children

Dissolution Caption group

- Divorce Caption - KS
- Dissolution Caption - MO
- Dissolution-Separation Caption - CA

Select

1. Petitioner has been a resident of the State of _____ days immediately preceding the filing of the Petition here

resides at 123 Main Street, Sedan, Kansas, 67361

2. Respondent has been a resident of the State of _____ days immediately preceding the filing of the Petition here

resides at 456 Second Str, Sedan, Kansas, 67361

3. Petitioner's Social Security number is _____ and Respo

Security number is _____.

Ready

7:22 PM 3/18/2014

You are now in the form "Player". Now choose appropriate caption, then click "Select"

6. Now enter info on blank fields

Player - Petition - Dissolution - Children

File Options Help

Petition - Dissolution - Children

COMES NOW Petitioner, by and through counsel, and for his _____ Petition filed

herein, states:

1. Petitioner has been a resident of the State of _____ in _____ days immediately preceding the filing of the Petition herein and pre

resides at 123 Main Street, Sedan, Kansas, 67361

2. Respondent has been a resident of the State of _____ in excess of _____ days immediately preceding the filing of the Petition herein and presently

resides at 456 Second Str, Sedan, Kansas, 67361

3. Petitioner's Social Security number is _____ and Respondent's Social Security number is _____.

4. Petitioner and Respondent were married on September 18, 2013 in the County of _____

Ready

7:23 PM 3/18/2014

Enter info required on all blank fields

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

Montgomery, State of Kansas

Date of Separation group

Physical Separation clause

Non-Physical Separation clause

Select

8. The name, date of birth and social security numbers of the child

marriage is as follows:

| Name | Date of Birth | Social Sec |
|-------------|-------------------|------------|
| Tommy Bride | February 18, 2011 | xxx-xx-333 |

Child Name-DOB-SSN group

9. The child resided with Petitioner sixty days imme

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)

circumstances and in the best interest

Support prayer clause

Maintenance prayer clause

Atty Fees prayer clause

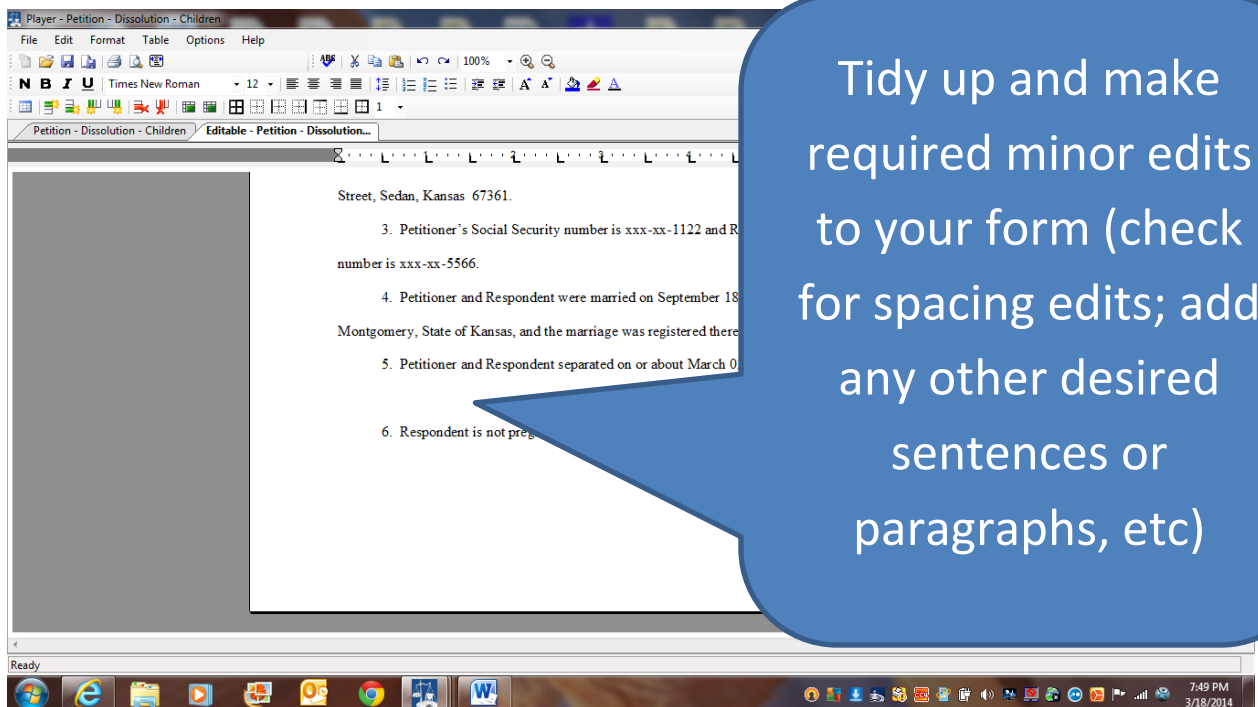
Restore Party Names Prayer group

E That the Court make such order

Respectful

Harris Law Office

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

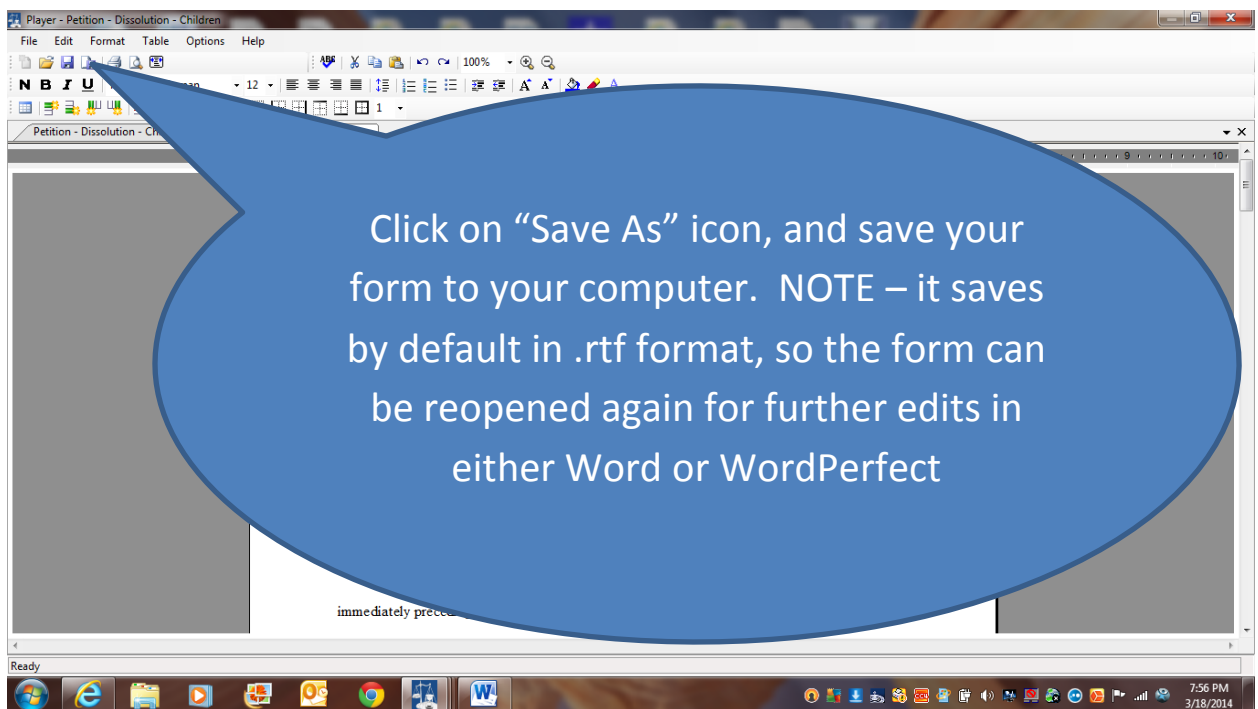


Street, Sedan, Kansas 67361.

- Petitioner's Social Security number is xxx-xx-1122 and Respondent's Social Security number is xxx-xx-5566.
- Petitioner and Respondent were married on September 18, 2008, in Montgomery, State of Kansas, and the marriage was registered there.
- Petitioner and Respondent separated on or about March 0, 2014.
- Respondent is not present.

Tidy up and make required minor edits to your form (check for spacing edits; add any other desired sentences or paragraphs, etc)

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



Click on "Save As" icon, and save your form to your computer. NOTE – it saves by default in .rtf format, so the form can be reopened again for further edits in either Word or WordPerfect

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

