

Electronic Legal Forms

A Windows Software Program Civil Attorney and Collection Forms

- ◆ 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 right on 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, completing the *Request for Wage Garnishment* completes all related forms in that set, as appropriate (see illustration). The *Order for Wage Garnishment* and *Answer* form are headed up. The Instructions to Garnishee and an Employer Worksheet are automatically generated. All forms are immediately ready for use, but you print only the parts you need.

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

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.

Automatic “Drop in” of Statutory Causes of Action

(Limited Action and Small Claims)

Click on the binocular icon for a listing of statutory causes of action, make the selection, and by another click drop it in as the cause of action. It can then be edited further with the applicable specifics. Or the user can state his own cause of action and add it as a model to the database.

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

The Record Identifier Box contains all the previous forms that have been saved. Each line represents a past occurrence. The "current" record is highlighted.

new print previous next goto close

Form K141A - DISTRICT COURT OF POLY PLANET vs. Denise De

Select Small Claims Petition

new edit delete print cancel close

Click this button to create a new small claims petition.

a Promissory Note for Conversion
Goods Sold
Money had and Received
Money Lent
Money Paid by Mistake

Defendant owes plaintiff \$ ___ for goods sold and delivered by plaintiff to defendant between (date) and (date).

To Plaintiff

Plaintiff and defendant(s)

Additional features

The *Chapter 60 and 61 Summonses* are automatically prepared by preparation of the Request, or you can prepare the Summons, and the Request is automatically finished.

Similarly, the *Limited Action Set* and the *Small Claims sets* prepare Petition, Summons and Return forms all at one time by one entry of information in any form. Since the Petition is included verbatim in the Summons you eliminate the need to attach a copy of it to the Summons.

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. You make your choice whether you want the witness to appear with the documents or only send the document.

We have supplied you with **three types of subpoenas**; a general subpoena for both witnesses and documents, a Subpoena for Business Records, and a Subpoena for Deposition.

Subpoena: Praecipe (K185A)

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 K185A - Praecipe for Subpoena

DISTRICT COURT OF BUFFALO COUNTY, KANSAS

P
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P
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100 Courthouse Square, Antelope KS 66666
Address and Location of Court

Peter Plaintiff
Plaintiff/Petitioner

vs.
Donald Defendant
Defendant/Respondent

Larry Lawyer, PO Box 999, Antelope KS 66666, 620-000-0000
Name, Address, Fax, Phone, E-mail of Attorney requesting this Subpoena

Case No. 11-CV-8765

TO THE CLERK OF THE ABOVE NAMED COURT:

THE CLERK WILL ISSUE SUBPOENAS to the following persons to testify on behalf of Defendant before the above Court on August 31, 2011 at 9:00 A.M.
Date and time of Hearing
(List names and addresses - as many as three or more. List below each name any documents or things they are to bring.)

Wally Witness, 100 S Main, Antelope KS 66666

Wanita Witness, 100 S Main, Antelope KS 66666, and bring with her photographs taken on 2-28-11 between 7:00 and 10:00 p.m. at 2497 E Buffalo County Rd.

I. Seen Itall, 599 W Broadway, Antelope KS 66666, and bring with him video taken on 2-28-11 between 7:00 and 10:00 p.m. at 2497 E Buffalo County Rd.1

Joe Blow, 323 E 3rd St, West Antelope KS 66667

Sally Sessall, 1934 Willow St, West Antelope KS 66667, and bring with her photographs taken on 2-28-11 between 7:00 and 10:00 p.m. at 2497 E Buffalo County Rd.

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.

Printing Index

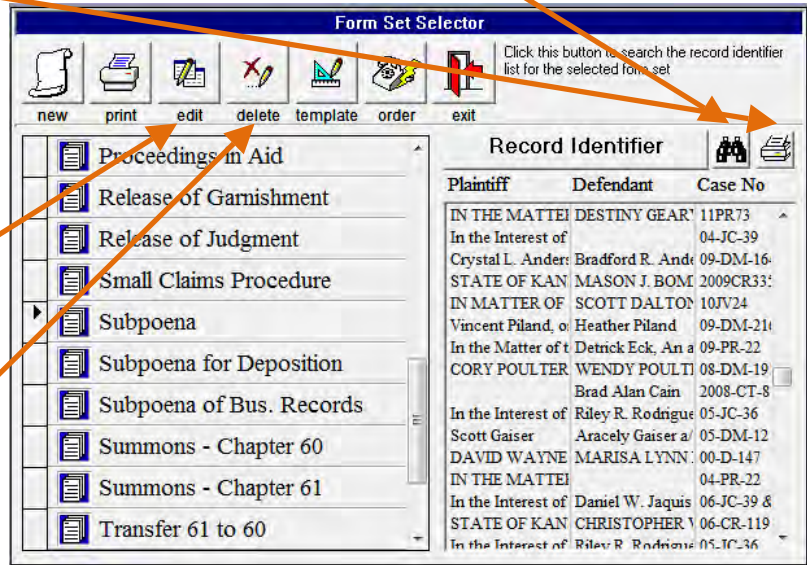
You can print a list of the prepared forms in the Record Identifier by clicking on the printer button in the upper right corner of the Record Identifier.

Editing Existing Forms

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

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.



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.

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.

Forms Included in Program For Civil Attorney and Collections

Network Installation

Using the 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.

Program Groups

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

System requirements:

Compatible with Windows 2000 (service pack 3), XP, Vista or 7.

Ordering and Use Information

- * **Civil Attorney and Collection program** initial licensing fee is \$298.00. 81 forms in 26 sets, the main forms you use. An illustrated manual comes with the program.
- * **Network** installation is available at a one time licensing fee 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. Each user only pays for what they use.

You get \$10.00 initial print credit free with the initial licensing fee 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 Civil Attorney and Collections

Chapter 60 Petition/Summons

(you can use drop in causes of action)

Collection Petition
Collection Summons
Returns

Chapter 61 Journal Entry of Judgment

Civil Case Info Cover Sheet

Contempt

(you can use drop in grounds)

Motion and Affidavit for Order to Show Cause
Citation in Contempt
Returns
Order for Bench Warrant
Bench Warrant

Dismissal of Action

Execution

Praecipe for General Execution
General Execution
Notice of Exemption
Request for Hearing

Exemption Notice - Non-Wage

Notice of Exemption
Request for Hearing

Exemption Notice - Wage

Notice of Exemption
Request for Hearing

Garnishment - Non-Wage

Request Order
Answer Order to Pay In
Return

Garnishment - Wage

Request Order
Return Instructions
Employer's Worksheet
Answer

Income Withholding Order

Income Withholding Order
Notice to Employer and Instructions
Employer Answer
Multiple Income Withholding Orders Worksheet
Change of Employee Address / Status
Return

Limited Action Petition/Summons

(you can use drop in causes of action)

Petition Summons

Modification Income Withholding

Modification of Income Withholding Order
Notice to Employer and Instructions
Employer Answer
Multiple Income Withholding Orders Worksheet
Change of Employee Address / Status
Return

Notice to Take Depositions

Proceedings in Aid

Application for Debtor Examination
Order to Appear
Returns
Debtor's Questionnaire

Release of Garnishment

Release of Judgment

Small Claims Procedure

(you can use drop in causes of action)

Petition
Summons containing copy of petition
Instructions and Returns
Defendant's Claim

Subpoena

(list of witnesses scrolls for multiple use)

Praecipe Subpoena (x2)
Return Information

Subpoena of Business Records

Praecipe
Subpoena - No Personal Appearance
Subpoena - Personal Appearance
Return
Affidavit of Custodian
Notice of No Personal Appearance
Subpoena Information

Subpoena for Deposition

Praecipe Subpoena (x2)
Return Information

Summons - Chapter 60

Request Summons
Return

Summons - Chapter 61

Request Summons
Return

Transfer Chapter 61 Judgment to 60

Worthless Check Notice-Civil

Worthless Check Notice-Criminal

Licensing and installation fee for the Civil program is \$298.00.

For network installation add \$98.00.

NDF Electronic Forms Service

Call 316-283-3628 or FAX 316-283-3635

www.ndfco.com

Order Form for NDF Electronic Legal Forms Programs

Office Use only
Order No. _____
Order Rec'd _____
Ship Date _____

Check the programs you wish to order

- Civil Attorney and Collection Program \$ _____
- Debt Collection Program..... \$ _____
- Clerks of the District Court Program \$ _____
- District/County Attorneys Program \$ _____
- Municipal Court Program \$ _____
- Personal Property Tax Collection Program \$ _____
- Network Installation Program..... \$ _____

Method of Payment:

Governmental bodies will be billed, others should send payment or use credit card:

Check Enclosed (payable to NDF Co.)



Name on card: _____

Address on card: _____

Card No. _____ - _____ - _____ - _____

Expiration date ____ / ____

Authorized signature on card: _____

Total Merchandise \$ _____

Shipping and Handling \$ 9 . 50

Subtotal \$ _____

Sales Tax * \$ _____

Total of Order \$ _____

* Non-governmental Bodies & Kansas Residents add Sales Tax at your local rate

Your Purchase Order No. _____

Telephone: _____

FAX: _____

Person Ordering: _____

Ship Program(s) to:

Send Invoice to: (if different)

Name

Name

Name of Office

Name of Office

Address - street/location address for UPS delivery

Address - post office address - (for invoice and billing)

City State Zip + 4

City State Zip + 4

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