

# Electronic Legal Forms

A Windows Software Program  
for District/County Attorneys

- ◆ 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 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 Summons and a Warrant, both of which contain a copy of the Complaint.

Crim. Complaint/Inform #1: Complaint/Information (KS117A)

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 KS117A - Criminal Complaint Information For Court use only

DISTRICT COURT OF BUFFALO COUNTY, KANSAS  
1313 Mockingbird Lane, Antelope, KS 66666  
Address and Location of Court

THE STATE OF KANSAS

vs. George Jetson Defendant  
1313 Mockingbird Lane, Antelope, KS 66666 address

|    |              |        |          |        |        |           |            |
|----|--------------|--------|----------|--------|--------|-----------|------------|
| DL | KS00-00-0000 | 2/2/79 | Cauc/M   | 5'10"  | 135    | brown     | brown      |
|    |              |        | Race/Sex | Height | Weight | Eye Color | Hair Color |

No. 11CR111  
BUFFALO  
County of Alleged Offense in Kansas

**COMPLAINT/INFORMATION**

The user prints out their choice of the Summons or the Warrant.

## Automatic "Drop in" of Statutory Charges

Select State Criminal Charge

Use this dialog to select a state criminal charge, or to modify the list of charges.

new edit delete print cancel close

Statute:

|                  |                                    |
|------------------|------------------------------------|
| 21-3716          | Aggravated Burglary                |
| 21-3718(a)(1)(C) | Arson                              |
| 21-3719          | Aggravated Arson                   |
| 21-3719          | Aggravated Arson                   |
| 21-3720(a)(1)    | Felony Criminal Damage to Property |
| 21-3720(a)(3)    | Criminal Damage to Property        |

Severity level 5 person felony

feloniously, intentionally and without authority enter into or remain within a structure, motor vehicle, or other means of conveyance, to-wit: \_\_\_\_, belonging to \_\_\_\_, in which there was some human being present, to-wit: \_\_\_\_, with the intent to commit a \_\_\_\_ therein

A click on the binocular icon provides a listing of standard statutory charges. You make the selection, and then by another click, drop it in as the charge. You can then edit the Complaint with further applicable specifics and list the witnesses.

The statutory section, and the class or severity level information automatically drops in and there is no need to look up the statute number. The same information immediately appears in the Summons and the Warrant.

You can also state your own charge and add it as a model to the data base. The entire data base, showing the statutory number, the statutory text and the class or severity level can be printed if you wish. The pre-entered list of State Criminal Charges should be checked by the user.

### 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). When you close the form, the template is saved under whatever word or words you enclosed in the braces.

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. You can create as many templates as you wish for any or all form sets. Templates replace the imprinting process on paper forms sets.

### Editing Existing Forms

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

### Index of Documents

The Record Identifier 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.

| Defendant              | Case No        |
|------------------------|----------------|
| Foghom Leghom          | 11CR914        |
| George O. T. Jungle    | 11CR826        |
| <b>Fred Flintstone</b> | <b>11CR632</b> |
| Yogi Bear              | 11CR246        |
| George Jetson          | 11CR111        |

### Printing Index

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

### Deleting Completed Forms

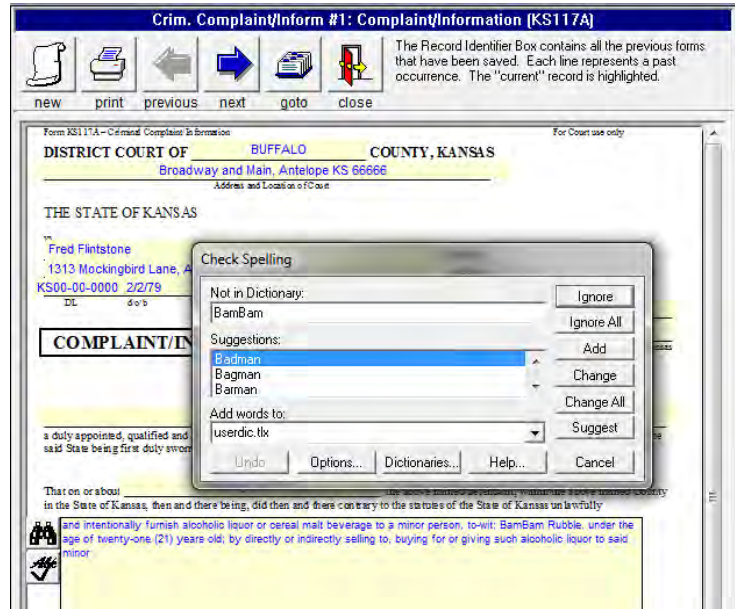
If you no longer want to keep a completed form, you just select it on the menu and click the Delete icon.

## Spell Checker

A spell checker is located where data entry is more than names or numbers. A click on the check mark icon checks the spelling in the text box. You can add words that are not in the spelling dictionary.

## 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.

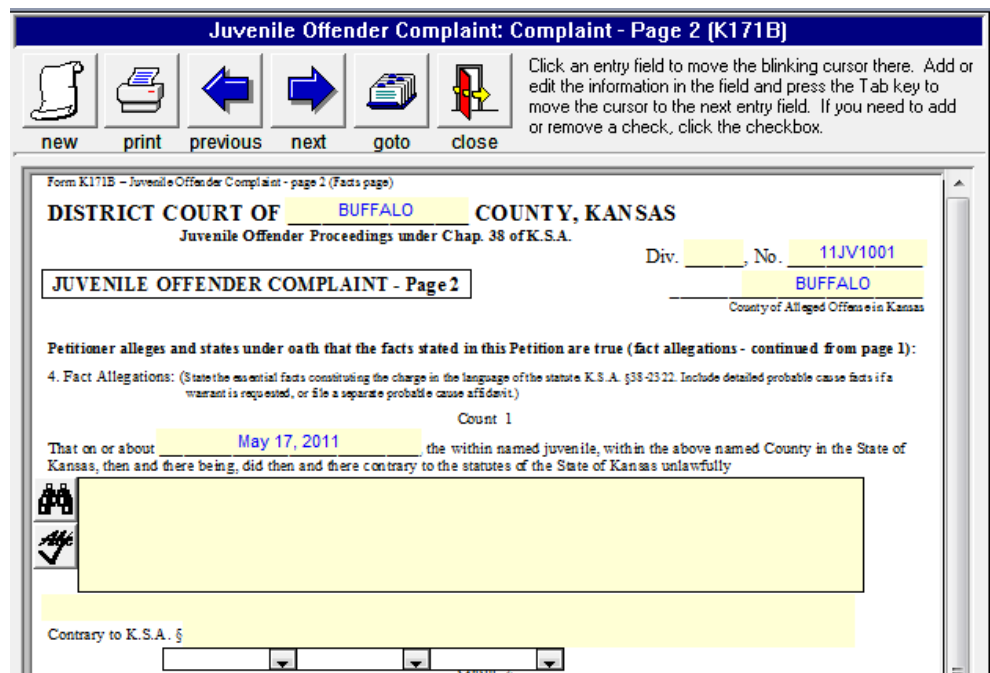


## Additional Special Features and Forms Available in this Software

The *Juvenile Offender* form in the software heads up the Juvenile Offender Complaint, Summons and Multiple Count forms.

The *Child in Need of Care* form heads up the Child In Need of Care Petition and Summons form.

The charges in the Juvenile Offender form set and the statutory grounds in the Child in Need of Care set, use the same "drop in" method to insert the charges and statutory grounds as in the Criminal Complaint, Summons and Warrant forms.



**Search Warrant** - Insertion of the facts in the Affidavit for a Search Warrant automatically completes the Warrant. *There is no faster way to do it.*



The *Subpoena* allows you to enter a list of witnesses that 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 have supplied you with *two types of subpoenas* for documents. You make your choice whether you want the witness to appear with the documents or only send the documents.

STATE OF KANSAS TO ALL PERSONS LISTED BELOW

Case No. 11CR2898

YOU ARE HEREBY COMMANDED to appear in person to testify on behalf of State of Kansas before the above Court on September 13, 2011 at 9:00 A.M.

Wally Witness, 238 E 12th St, Antelope KS 68888  
 Wanda Witness, 238 E 12th St, Antelope KS 68888

Polly Parole, Community Corrections, 1803 S Main St, PO Box 8190, Antelope KS 68886, and bring with her all records in her possession pertaining to the defendant, George Jetson

Cecil Cellmate, #28802, Bilgewater Correctional Facility, Bilgewater KS 68867

Fred Flintstone, 8025 SE 50th Rd, Big Deer KS 68888

Jane Jetson, 1313 Mockingbird Lane, Antelope KS 68888

*Complaint/Information Summon Warrant* sets - we have provided you with a choice of two types, one for the complainant's signature and one for signature of only the prosecutor.

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

The *Care and Treatment* (for mental/alcoholic/substance abuse) includes the Petition for Order of Protective Custody, Ex Parte Emergency Order, Temporary Order and the Preliminary Order and Notice.

Income Withholding Order: Income Withholding Order (K187A)

new print previous next goto close

Form K187A - Child Support and Spousal Maintenance Income Withholding Order  
 DISTRICT COURT OF BUFFALO  
 COUNTY, KANSAS  
 Main and Broadway, Antelope KS 68866  
 Address and Location of Court

Harold Angelli  
 Plaintiff/Petitioner

vs. Daisy Deadbeat  
 Defendant/Respondent

Jobs R Us, 128 Industrial Blvd, Antelope KS 68866  
 Present Employer or Payor name and address

**INCOME WITHHOLDING ORDER** Div. No. 11DM00213

On May 31, 2011 It Is Ordered that this Income Withholding Order shall be binding upon the debtor's present employer or other payor of income and upon any subsequent employer or payor upon whom it is served, and that 1. Service: This Order shall be served on the employer or payor of the debtor, Daisy Deadbeat social security number 000-00-0000, with the appropriate Answer forms. Initial service of the Order will be upon debtor's (choose one):  employer  payor other than employer

2. Mandatory Withholding: An employer or payor (including a self-employed debtor) who is served a copy of this Order shall withhold from debtor's disposable income (or from payments otherwise owed to the debtor) as follows (fill in applicable amounts):

For Child Support per month: \$ 239.00 for current support  
 \$ \_\_\_\_\_ to satisfy past due support

For Spousal Maintenance per month: \$ \_\_\_\_\_ for current spousal maintenance  
 \$ \_\_\_\_\_ to satisfy past due spousal maintenance

Total of above lines (total withholding required per month) = \$ 239.00

Withholding by an employer is subject to the limitation given in paragraph 3. Paragraph 3 does not apply if withholding is from income other than earnings.

3. Percentage to Withhold: If withholding is from earnings, the total withheld from disposable income shall be prorated over all pay periods within each month and cannot be more than (choose one):  50%  55%  60%  65%

If no percentage is marked, the maximum is 50%. See Answer for details.

The *Income Withholding Order* and the *Modification of Income Withholding* create all necessary documents by completion of the main Order. This includes the Income Withholding Order, Notice to Employer, Employer Answer, Worksheet and Change of Employee Address/Status.

The total monthly child support and spousal maintenance is calculated by the computer. There is also a handy calculation worksheet for the employer's use when there are multiple withholdings. This simplifies what is otherwise a very confusing process for them.

## **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.



## **Network Installation**

Using the NDF 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.

## **Software Program Groups**

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

## **System requirements:**

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

## **Order and Use Information**

- **District/County Attorney program** initial licensing is \$298.00. You get 66 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 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 the program 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!

# Forms Included in Program For District/County Attorneys

## 1st Appearance/Arraignment J. E.

Arrest/Detention Affidavit

Bench Warrant

## Care and Treatment

(mental/ alcoholic/ substance abuse)

Petition for Order of Protective Custody

Ex Parte Emergency Order of Custody

Temporary Order of Custody

Preliminary Order and Notice

## Child in Need of Care

(uses a drop in database of statutory grounds)

Petition Summons

Return

## Civil Case Info Cover Sheet

## Criminal Case Info Cover Sheet

## Criminal Complaint/Information #1

(uses a drop in database of criminal charges)

Complaint/Information Summons

Warrant Multiple Counts

## Criminal Complaint/Information #2

(uses a drop in database of criminal charges)

Complaint/Information Summons

Warrant Multiple Counts

## Criminal Multiple Counts

(uses a drop in database of criminal charges)

## Criminal Summons/Warrant

### & Bad Check

(uses a drop in database of criminal charges)

Complaint Summons

Warrant Multiple Counts

## DUI Diversion

DUI Diversion Agreement

Conditions of Diversion

## General Diversion

General Diversion Agreement

Conditions of Diversion

## Income Withholding Order

Income Withholding Order

Notice to Employer and Instructions

Employer Answer

Multiple Income Withholding Orders Worksheet

Change of Employee Address/Status

Returns

## Juvenile Case Info Cover Sheet

## Juvenile Multiple Counts

(uses a drop in database of criminal charges)

## Juvenile Offender

(uses a drop in database of criminal charges)

Complaint

Summons

Juvenile Multiple Counts

Returns

## 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

Returns

## Search

Affidavit & Application for Search Warrant

Search Warrant

## Search / Arrest Probable Cause

## Sentencing Journal Entry

## Subpoena

(list of witnesses scrolls for multiple use)

Praecipe

Subpoena

Return on Mail Service

Subpoena Information

## Subpoena of Business Records

Praecipe

Subpoena - No Personal Appearance

Subpoena - Personal Appearance

Return

Affidavit of Custodian

Notice - No Personal Appearance

Subpoena Information

## Worthless Check Notice-Civil

## Worthless Check Notice-Criminal

## Worthless Check Receipt

Licensing and installation fee for the County Attorney

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](http://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: \_\_\_\_\_

**Send Invoice to: (if different)**

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Name of Office  
 \_\_\_\_\_  
 Address - post office address - (for invoice and billing)  
 \_\_\_\_\_  
 City State Zip + 4

**Ship Program(s) to:**

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Name of Office  
 \_\_\_\_\_  
 Address - street/location address for UPS delivery  
 \_\_\_\_\_  
 City State Zip + 4

**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**