

Electronic Legal Forms

A Windows Software Program for Clerks of the District Court

- ◆ 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 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, insertion of the facts in the *Small Claims Petition* automatically completes the *Summons* that contains a copy of the Petition and heads up the *Defendant's Claim* form.

The user then prints the forms and number of copies needed.

Automatic “Drop in” of Statutory Causes of Action

A click on the binocular icon provides a listing of statutory causes of actions. You make the selection, and then by another click, drop it in as the cause of action. The same information

immediately appears in the Summons also. 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. The entire data base can be printed if you wish.

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

Additional examples and suggestions

Small claims clerks could have the plaintiff fill out the Small Claims Petition on the computer on your counter in your office. The Summons is immediately there for your use and Defendant's Claim forms are headed up ready to attach.

The *Limited Action* Petition likewise completes the Summons and Return forms at the same time. Ordinarily nothing needs to be attached to the Summons. The Limited Action procedure can be used just like Small Claims, is simpler, and uses the same drop in cause of action menu.

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 is 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.

 Judgment Creditor; Attorney'. 'Case No. 02-C-4232'. A highlighted box contains 'REQUEST FOR EARNINGS GARNISHMENT'. To its right, it says 'Please issue garnishment on the earnings of the employee named below:'. Below this, it says 'Vs: We do Widgets, PO Box 9876, Maple Grove, KS 19763, and the employee debtor: SS # Unknown, Amount of Judgment \$ 450.00'. Further down, it lists 'Jackie Robinson, 9845 8th Ave, Maple Grove, KS 19763'. At the bottom, it says '*Employee* (Judgment Debtor) name', 'Mailing and location address, if known', and 'City, State & Zip'."/>

Templates (eliminate re-entry of 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. 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. Templates replace the imprinting process on paper form 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.

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.

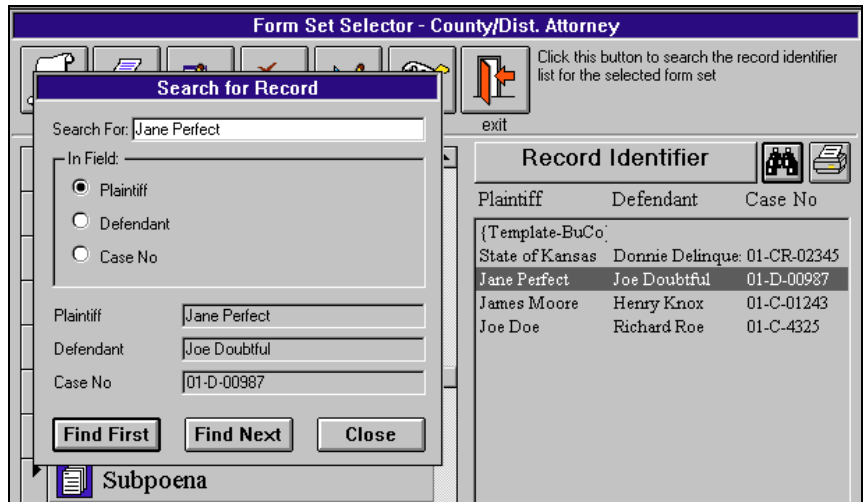
Index of Documents

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 name of the plaintiff, defendant or case number by clicking on the binoculars.

Printing Index

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



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 the desktop and on a laptop and take it into the Court room. Enter the information on the laptop and then either print it out from the laptop or export it to a diskette, then import it to the 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 Court 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 and saves time.
- Eliminate throw aways and restocking when the law changes.



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 of our program groups and install them on the same computer or network. The programs run separately.

Software Program Groups

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

System requirements:

Computer

486/DX2 66 or higher, Microsoft Windows operating system, 12-64 Mg RAM, 55 Mg of free hard drive space, 3 1/2" high density floppy drive or CD ROM Drive, mouse, and laser or ink jet printer.

Specific Requirements: Windows 3.1 needs an updated CD ROM driver, if using CD ROM installation. 12 Mg RAM with Windows 3.1, 24 Mg RAM with Windows 95, Windows 98 or Windows ME, 32-64 Mg RAM with Windows NT, Windows 2000 or Windows XP.

Printer

The printer should have 1 1/2 Mg of memory on a 300 dpi printer and 4 Mg on a 600 dpi printer.

Order and Use Information

- **Clerk of the District Court program** initial licensing is \$298.00. You get 72 forms in 24 sets. An illustrated manual comes with the program. You can install the program on as many computers in one location as you wish.
- **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 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!

NDF Electronic Forms Service
PO Box 725, 116 E. Broadway
Newton, KS 67114-0725
Tele. 316-283-3628; FAX 316-283-3635
www.ndfco.com

**Forms Included in Program
For
Clerks of the District Court**

Appt. and / or Continuance Notice

Bench Warrant

Chapter 61 Journal Entry of Judgment

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

Praeipce 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

Intent to Dismiss Notice

Limited Action Petitions/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

Proceedings in Aid

Application for Debtor Examination

Order to Appear

Return

Debtor's Questionnaire

Release of Garnishment

Release of Judgment

Small Claims Judgment/Debtor's Assets

Journal Entry of Judgment

Statement of Assets

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)

Praeipce

Subpoena

Return on Mail Service

Subpoena Information

Subpoena of Business Records

Praeipce

Subpoena - No Personal Appearance

Subpoena - Personal Appearance

Return

Affidavit of Custodian

Notice - No Personal Appearance

Subpoena Information

Summons - Chapter 60

Request Summons

Return

Summons - Chapter 61

Request Summons

Return

Transfer Chapter 61 Judgment to 60

Licensing and installation fee for the District Court Clerks 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 \$ _____

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

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: _____

Your Purchase Order No. _____

Telephone: _____

FAX: _____

Person Ordering: _____

Ship Program(s) to:

Name

Name of Office

Address - street/location address for UPS delivery

City State Zip + 4

Send Invoice to: (if different)

Name

Name of Office

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

City State Zip + 4

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