

Electronic Legal Forms

A Windows Software Program to Collect Delinquent Personal Property Taxes

- ◆ 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.

Delinquent personal property taxes are judgments without further Court proceedings to establish liability when properly certified to the Clerk of the District Court.

Here is how to collect:

Execution

You can start enforcement by using the special Personal Property Tax Execution to send the officer out to talk with the delinquent taxpayer explaining the terms of that official order and that the only exemption available is the homestead. He will usually find it convenient to pay. If he can't pay, the officer gives him time on a promise to follow a plan of payment, per any advance instructions you may have authorized.

Property Tax Execution: General Execution (K155T-B)

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 K155T-B - General Execution - Personal Property Taxes

DISTRICT COURT OF BUFFALO COUNTY, KANSAS

Buffalo County Ctouse, 5436 N Main, Maple Grove, KS 19763, 555-555-1212
Court Address, Location, Phone and Fax

THE BOARD OF COUNTY COMMISSIONERS,
Plaintiff/Creditor.

vs. John Doe d/b/a Doe's Shoe Repair
Defendant Debtor

Buffalo County Courthouse, PO Box 452, Maple Grove, KS 19763
Creditor/Board of County Commissioners address

John Q. Public, Attorney, PO Box 435, Maple Grove, KS 19763, Ph. 555-555-1212
Name, address, and telephone of attorney for Creditor/Board of County Commissioners requesting levy of execution

John Doe, d/b/a/ Doe's Shoe Repair, 344 N Outback, Maple Grove, KS 19763
Defendant Debtor name and address

GENERAL EXECUTION - TAXES

No. 01-C-_____

Date of Judgment: 2-28-01

TO THE SHERIFF OF BUFFALO COUNTY, KANSAS:

WHEREAS, the plaintiff has represented the belief that the following are items of property of the defendant, that the same are not exempt by law from levy for the payment of personal property taxes, and that the defendant has an equity therein subject to levy of execution:

Machinery, equipment, computers and motor vehicles

Application for Debtor Examination

If the debtor does not keep his promise, you complete the Application for Debtor Examination. That automatically provides the Order to Appear for service on the debtor, and it immediately generates the debtor's Questionnaire. The Court will enter that order almost automatically on your request and the officer serves it. That usually gets their attention. The delinquent taxpayer has to either pay up or give you full information concerning his assets and employment at the debtor examination hearing.

If the debtor has not paid up, you use the debtor examination information to run garnishments on wages or bank accounts and to make an effective levy on property in which the debtor has an equity.

Garnishment

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.

 Judgment Creditor; Attorney', 'Case No. 02-C-4232', a section titled 'REQUEST FOR EARNINGS GARNISHMENT' with the instruction 'Please issue garnishment on the earnings of the employee named below:', 'Vs. We do Widgets, PO Box 9876, Maple Grove, KS 19763,' (Garnishee (employer) Name, Address, Fax, Phone and E-mail), 'and the employee debtor: SS # Unknown, Amount of Judgment \$ 450.00', 'Jackie Robinson, 9845 8th Ave, Maple Grove, KS 19763' (Employee (Judgment Debtor) name, Mailing and location address, if known, City, State & Zip)."/>

Citation for Debtor Contempt (*Drop-in Database of Common Grounds*)

If the debtor fails to appear at the hearing, he is in contempt and you can obtain a Contempt Citation. You prepare the Motion and Affidavit for Order to Show Cause which automatically completes the Citation ready for issuance and service on the debtor. It also anticipates the need for and automatically prepares the Contempt Citation Order, in case it has to go that far.

We provide you with a database of common grounds for issuing a Contempt Citation. You click the binocular button, (see illustration at right) a list pops up, you select the ground you want and with another click it auto-matically drops into your contempt documents. You can state your own grounds and add them to your database.

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 { }. 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. Full directions are given in the illustrated manual that comes with the software.

Editing Existing Forms

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

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.

Plaintiff	Defendant	Case No
The Board of Cot. Barry Smith		01-C-2747
The Board of Cot. Mary Smith		01-C-2743
The Board of Cot. Daryl and Maure		01-C-2691
The Board of Cot. Maureen Katzme		01-C-2690
The Board of Cot. John Smith Sr.		01-C-2415
The Board of Cot. Donnie Delinque		01-C-2316
The Board of Cot. Donnie Delinque		01-C-2304
The Board of Cot. Robin Hoodt		01-C-2283
The Board of Cot. George Barefoot		01-C-2175
The Board of Cot. Joseph Blowfish		01-C-2153
The Board of Cot. John Smith		01-C-2014
The Board of Cot. John Dixon		01-C-2103

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.

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

- 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.

You will be surprised how much faster and more efficient Personal Property Tax Collection will be. That is where the big savings are and where the program will really pay for itself many times over.

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.

Software Program Groups

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

System requirements:

Computer

486/DX2 66 or higher, Microsoft Windows operating system, 12-64 Mg RAM, 40 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.

Ordering and Use Information

- **Personal Property Tax program** initial licensing charge is \$198.00. 40 forms in 12 sets, almost all of the 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 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!

Reliable

NDF Company has provided legal form sets for Kansas attorneys and Courts for more than 25 years. Our paper forms and software are widely use throughout the State of Kansas and are known for providing current and accurate handling of legal procedures.

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
Personal Property Tax Collection**

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

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

Answer

Instructions

Employer's Worksheet

Proceedings in Aid

Application for Debtor Examination

Order to Appear

Return

Debtor's Questionnaire

Property Tax Execution

Praecipe for General Execution

General Execution

Notice of Exemption

Request for Hearing

Release of Garnishment

Release of Judgment

Subpoena

(list of witnesses scrolls for multiple use)

Praecipe

Subpoena

Return on Mail Service

Subpoena Information

Licensing and installation fee for the Personal

Property Tax program is \$198.00.

For network installation add \$98.00.

NDF Electronic Forms Service

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

www.ndfco.com

