

## How To Use The Country Lawyers Form Kit:

These are a set of simple forms to illustrate to the usefulness of Word in a law office. We have used Word since it came out and have found it very helpful in our office.

CAVEAT: THESE FORMS ARE NOT MEANT TO FURNISH LEGAL ADVICE. THEY ARE ILLUSTRATIVE OF SOME IDEAS FOR USE IN A LAW OFFICE. SEE YOUR ATTORNEY FOR LEGAL ADVICE.

Lawyers will have to modify these forms to suit their jurisdiction

Forms in this kit: (1) Circuit court subpoena, (2) Federal court summons, (3) Bill of sale, (4) Promissory note, (5) Medical authorization, (6) Warranty deed (7) Speed Note, (8) Divorce waiver, (9) Simple will for a male person.

Our forms are formatted in Times & Helvetica plus a smattering of London and Chicago. You will need London to make some of the headings look right. We use Times & Helvetica because they work good on a LaserWriter. Chicago is necessary to form the boxes in some of the forms. Times has no box character in it. If you want the forms to format out like we use them you'll have to have these fonts, otherwise you may have to make modifications of lines and spacing.

Don't have a highend printer? Don't despair, we didn't either for a long time and used a lowly ImageWriter I. You can get good results with a tweaked font like Boston or Clean. We like Clean's appearance. Others may work as well. However we used Geneva most of the time.

The blank spaces are formatted so that your secretary can just double click and fill in the blank.

Do these forms work? We use them everyday in our practice. Some are from officially promulgated forms. Some others we just worded out. None are elaborate. All are formatted on letter size paper because that is required in our state courts and federal courts in Arkansas.

The will is a super simple one, again just to help stimulate your thinking. Jewish people would not want a Christian burial.

When you see "xxx" or "yyy" or "zzz" etc. use the search and replace function of Word to change "xxx" lettering to the correct name.

At the risk of being too simple, be sure to save the form "save as" so that the template is not cluttered with the filled in information. Don't laugh, but it was 6 months before the scribe knew what "save as" was for.

Also these are simple forms. You want something more complex complete, then you will have to design it. Complex things do not lend themselves to forms.

Finally, we use the speed note quite often. It may be catching because our federal bankruptcy court is now using window envelopes to save time and hopefully money.

We have also sorts of other forms. Enjoy and use, if you find them helpful.