



John Marshall, Esq.  
Box 620389  
Woodside, California 94062  
Telephone: (415) 555-1212  
Attorney for Plaintiff

This document was printed on plain paper, using a  
Macintosh computer, with Adobe fonts installed,  
and a LaserWriter. If the documents you prepare  
for your clients do not look at least this good, why  
not?



SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN MATEO

JANE DOE,

Plaintiff,

vs.

No. 1234

COMPLAINT  
(For Frottage)



RICHARD ROE,

Defendant.



We hope this template will assist you in your legal practice. It is not, alas, free. If you use it, please send a check for what you think it is worth to: MAKO, Box 620389, Woodside, CA 94062. (Or, you can send \$300 to that outfit in Texas that wants to sell you something like this for such a sum.)

Do not discard this template on the basis of what is presented on the screen; please print it on a



LaserWriter to see what it will do for you. You must have the Adobe Times font family, provided with Adobe Type Manager, installed for this document to print properly.

This template was prepared, and should be printed, in 12-point Times, which we believe offers an authoritative appearance to tired judicial eyes—it is certainly more impressive than Courier. You will undoubtedly wish to compose your documents in a more soothing screen font, such as New York, and then switch the font to Times for printing.





If you print with a font other than Times, you will probably have to use 10-point so that the leading of the single-spaced portions does not foul up the line spacing. Times 12-point works fine for single spacing, even with six lines to the inch.





The best way to use the template is to select the words you wish to change and then type the new material. This will preserve the formatting and spacing. The caption box is a table cell that will extend its size downward as necessary. If you want to tab within the caption, you must use Option–Tab. To multiply the caption to include cross-actions, simply tab twice from within the caption, and another table cell will be created.

You may wish to preview the document in Page View (and in the Times font) before printing it,





because the spacing will change a little. A preview will allow you to ensure that your lines match up with the line numbers. Always print on a LaserWriter with “Fractional Widths” selected in Word’s Page Setup.

The material in the left margin is located in the document’s header and can easily be deleted. If you prefer to substitute your own name and address, you may type it in the Draw layer of SuperPaint (you received SuperPaint with Word 4.0), rotate the image 90° to the left, and paste it in the header of this document in place of the graphic that is there now. That graphic was typed in 6-point Avant Garde. You





must have the “Larger Print Size” option selected in “Page Setup” if you wish the graphic to print within ½ inch of the left page edge.

This document file is locked to prevent inadvertent alteration of its contents. To use it as a template, you will want to save it as a new file—or, make a duplicate, then single click on the duplicate icon, open Get Info... in the File menu and unlock the copy.

If you did not print this document from your own computer, you should know that it was prepared





with the Adobe Times font family installed. Note the character spacing of the bold-faced and italicized text on the printed document. You will not be able to achieve such uniform spacing without using the Adobe fonts or Apple's TrueType, which is provided with System 7.0. Both of them are enthusiastically recommended. Remember, though, you do not want to overuse dressy type faces in your court documents. Your words should speak for themselves. Reserve italics for citations and bold face for very serious stuff. Eschew underlining; that was for typewriters.





Do not forget to send a suitable payment for this template. Thank you.

