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Forms List

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Operating System

Your computer must have Microsoft Windows 3.1, Microsoft Windows for Workgroups 3.11, Microsoft Windows 95, or Microsoft Windows NT 3.5, or higher versions of these operating systems.

Disk Space

This program requires approximately 3 megabytes of space on your hard drive.

Hardware

8 A mouse or pointing device is required.



To print out any forms you create or save in this program you must have a printer. Although the program will operate with dot matrix printers we recommend ink jet or laser printers for the best results.

For Windows 3.1, Windows NT 3.51 or Windows For Work Groups

1. In Program Manager click on FILE and choose RUN.
2. Type in A:\cdsetup and press <Enter>. (If your floppy drive is not A, then change it to the letter associated with your floppy drive.)
3. Follow any instructions that appear on the screen.

For Windows 95 or Windows NT 4.0

1. In the start up screen click on START, then click on RUN.
2. Type in A:\cdsetup and press <Enter.> (If your floppy drive is not A, then change it to the letter associated with your floppy drive.)
3. Follow any instructions that appear on the screen.

How to launch the document generator

You must be running Windows to use the document generator. Locate and double-click on the Windows Attorney Group. Double-click on the Windows Attorney icon. The Main Menu will appear.

{ewc D2HTools, D2H_256Color, help0002.bmp}

Select "Create" from the Document Builder area.

This will open the Document Category Selection menu.

Selecting a document

Select the proper category. Please notice that the CATEGORIES are numbered, for example,

1<- ESTATE PLANNING

The different CATEGORIES may have LEVEL 2 SUBCATEGORIES, or may lead directly to their document menus. CATEGORIES and SUBCATEGORIES are typed in UPPERCASE; Document Names which you may select are in Sentence case.

{ewc D2HTools, D2H_256Color, help0003.bmp}

The Description box at the bottom of the Document Selection Menu describes the contents of the category or the purpose of the form which is currently highlighted.

Master Document List

A master list of the available documents is provided in the on line help file. Click [HELP CONTENTS](#) to access this list.

Navigating document categories

To select a category, move your mouse to it. Then double left click to reveal a list of subcategories.

Continue double clicking through the categories until you reach the document you want to create

To explore all the documents available in a category . . . after selecting a category 1, then select a category 2; and finally, if available, a category 3.

Double-clicking toggles the categories open and closed. If you want to close an open category, double-click on it again. Double-clicking on a Category 1 item closes all its lower categories.

{ewc D2HTools, D2H_256Color, help0004.bmp}

Clicking [CANCEL] resets your menu back to the Category 1 level and closes the document selection menu.

Filling in the document

Answer the on screen prompts to customize your document. Each question provides Help to assist you in phrasing your answer. Click on the [HELP] button if you need advice on answering a question. Click on the [OK] box to resume customizing your Legal Document.

{ewc D2HTools, D2H_256Color, help0005.bmp}

{ewc D2HTools, D2H_256Color, help0006.bmp}

There are several different ways you can be asked to customize your document.

True/False or Yes/No questions

Read the given statement, and click on your response. For example,

{ewc D2HTools, D2H_256Color, help0007.bmp}

Fill in the blank questions

You may enter up to 60 keystrokes in response to the question.

{ewc D2HTools, D2H_256Color, help0008.bmp}

The buttons allow you to cancel the build, or call up a help screen for the given question. The help screens contain advice about how to enter information, and often contain example entries.

If your input is too long for the dialog box -

- Enter "see attached exhibit 1" in the dialog box and prepare the information on a separate sheet.

or

- Fill out the information as far as possible and when the form is completed and saved, use Windows Write (or Windows Wordpad in Windows 95) or your favorite word processor to fill in the remaining information.

or

- Skip entering anything in the dialog box by tapping the enter key, or, move the cursor to the continue box and click on it. When the form is completed and saved, use Windows Write or your favorite word processor to fill in the remaining information

If you need any unusual symbols (British pound symbol, etc.), you may either

- change the character set in Windows itself,

or

- insert the needed character after the document is built, in either Windows Write or your selected word processor.

Multiple choice (select one) questions

These dialog boxes require a single answer. Use your mouse or the tab key to move the "bullet" to your choice. In the example below, the "bullet" is in the first choice.

```
{ewc D2HTools, D2H_256Color, help0009.bmp}
```

Multiple choice or fill in the blank questions

These resemble Multiple Choice (select one) dialogs; but if you select KEY IN VALUE a Fill in the blank dialog box appears.

{ewc D2HTools, D2H_256Color, help0010.bmp}

Dollar amount questions

{ewc D2HTools, D2H_256Color, help0011.bmp}

If requested to enter a dollar amount, DO NOT enter the "\$" symbol or commas. For instance, correct entries are:

500.00

1.35

1000

Incorrect entries, such as the ones below, will not be accepted:

\$500.00

\$1.35

1,000

The program will format your input as follows, automatically turning your dollar and cents figures into words:

\$501.25 (five hundred one and 25/100 dollars)

Date questions

Dates may be entered in any desired format. For example:

Jan. 1 1996

January 1, 1996

1 January 1996

01/01/96

They will be placed in the document exactly as you typed them. In some instances, dates may "default" to the system date. Use the up and down arrows to scroll to a different month, day or year.

{ewc D2HTools, D2H_256Color, help0012.bmp}

Special circumstances -- Drawings need to be attached

In the event that drawings must be made part of a document, simply refer to them as an outside exhibit, e.g.,

See attached exhibit "A"
or use your favorite word processor with graphics capability to insert the graphics into the completed, saved document.

Special circumstances -- Making a blank form

If instead of creating a custom form, you want to make a blank, you may do so by typing spaces or underscores as responses to fill in the blank questions. For other question formats, select an answer or enter a dollar amount, then change it to a blank in the saved document.

Special circumstances -- Printing a document on letterhead

Some of the agreements contained in the Windows Attorney are in a "letter" form, or may be converted into a letter.

If you want to place the form on your pre-printed letterhead, there are two ways to do so.

- Open the word processor that you usually use with your letterhead and load your letterhead template. Then insert or import the *.WRI file containing your saved document.
- Measure the margins on your letterhead, and then use spaces and empty lines to adjust the completed and saved document. For example, if your letterhead requires a top margin of two inches you would simply add in 12 blank lines.

Before trying this -- If you have never run your preprinted letterhead through your laser printer before, please check with the company that printed your letterhead. Some printing processes use letterhead ink that will melt inside laser printers.

Saving and naming a document

Once you have entered all the information needed to complete your document, you will be asked to enter a name to save the document under, as shown below:

This name can be up to 60 keystrokes long. Choose a name that will help you identify that document precisely; for instance,

3/96 annual lease renewal for June Jones, unit #7

rather than

June 7

Once the document is named and saved, it will be displayed on your screen in Windows Write. The information in this copy of the document will not affect any future version you may create.

Upon opening, Windows Write will prompt you "Text document. Do you want to convert this file to Write format?" This is because your Legal Documents are output in TEXT ONLY. This allows you to view them later in the word processing program of your choice. Regardless of whether you select [CONVERT] or [NO CONVERSION], the Legal Document will be saved to your hard drive in plain text format -- unless you select **File/Save As** and save the file with the same filename and extension but in Windows Write format.

The information in the saved document will not affect any future version you may create.

Please note that although a completed document in your word processor is easy to revise, A COMPLETED LEGAL DOCUMENT IS NOT SOMETHING A LAYPERSON SHOULD REVISE.

We created these documents so our users can draft custom legal papers that are legal and binding in all 50 states; and these forms will accomplish their objectives. If you change these forms, you'll have a legal and valid form that accomplishes something UNPREDICTABLE.

Printing a document

Printing can be done immediately after you create your Legal Document.

If you save your document, you may reopen and print it later, through the [View/Edit] button.

Your legal documents are printed via Windows Write's **File/Print** menu selection. You may set any options you prefer, then click the [OK] button.

Viewing/editing a document

To view or edit a previously saved Legal Document, click the [View/Edit] button in the Document Builder Group. Click on this button to display your previously saved customized Legal Documents via Windows Write. You may then print a new copy, enhance your formatting, or correct the spelling of any of your customized entries using Windows Write as your text editor.

PLEASE DO NOT MAKE ANY CHANGES TO THE LEGAL TEXT WE HAVE PROVIDED. If you alter these forms, you'll have a legal and valid document that accomplishes something UNPREDICTABLE.

Deleting a document

To delete a saved legal document, go to the main menu, select DELETE and then highlight the legal document's name. Double click or press ENTER to delete it.

{ewc D2HTools, D2H_256Color, help0013.bmp}

Although you may know how to delete a file using the Windows File Manager or through any other command from Windows (or even DOS), you should only delete your unwanted documents through our Delete menu. Documents are not removed from the review document menu unless removed from this menu.

Customer service

We encourage all of our users to provide comments and suggestions about this program. This program is supported by voice, fax and Internet e-mail.

Voice Support



For telephone support, call Cosmi Customer Service at 1-310-886-3510:
Monday through Thursday, 8:30 am - 12:00 noon and 1:00 pm - 4:00 pm. Pacific time.
Friday, 8:30 am - 12:00 noon. Pacific time.

E-mail

Support questions may be addressed to cos550@aol.com

Fax



You may fax any customer support questions to: 310-886-3517.

Web

Be sure to visit Cosmi's web site: www.cosmi.com.

ABA/Publishers Disclaimer

This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is sold with the understanding that the publisher is not engaged in rendering legal, accounting or other professional advice. If legal advice or other expert assistance is required, the services of a competent professional person should be sought.

Team Cosmi

It takes many persons to produce a program, and we'd like to thank the team members on this project:

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Testing: Dave McLaughlin, John Passo

Art: Susan Randle

In house programming: Bob Truxal, James Shaw

Legal advisor and executive producer: Herb Kraft

Forms by menu category

Debts:

Agreement to compromise debt
Notice of default
Unconditional guarantee
Revocation of guarantee
Settlement offer
Subordination agreement, secured debt
Subordination agreement
Subordination by landlord
Substitution of collateral agreement
Discharge of guarantor
Release of collateral
Notice of usurious interest rate

Children:

Adoption of adult
Consent by parent for operation to child
Designation of preference for guardian for minors
Permission for child to go on trip
Ratification of contract made as a minor
Transfer and Receipt- Uniform Transfers to Minors
Power of attorney for minor children
Release of custodian under Uniform Transfers to Minors
Private adoption agreement
Child custody, temporary change
Child custody, permanent change
Child support, temporary reduction
Child support, temporary suspension
Child support, arrearage agreement
Child support agreement- illegitimate child
Paternity dispute, lump payment, denial, pre-natal
Paternity dispute, lump sum payment, denial, after birth
Acknowledgment of paternity, before birth
Acknowledgment of paternity, after birth

Living trusts and general trusts:

Charitable trust
Living Trust basic form
Nominee trust
Revocation of living trust basic form
Business Trust
Unitrust charitable declaration
Pour over will
Termination of trust, receipt/discharge
Irrevocable life insurance trust, funded
Irrevocable life insurance trust, unfunded

Partnership:

General partnership- small firm
Dissolution of partnership agreement
Releases from Liability:
Advance release of liability- ultrahazardous activity
Mediation of claim prior to suit
Mutual Release of Claims
Release for use of photographs/movies
Unilateral Release of All Claims

Libel/defamation release
Sales of personal property:
Noncommercial bill of sale for used goods
Automobile-- lemon car notice
Bailment (Agreement to lend or borrow personal property)
Bill of sale for used goods (consumer)
Denial of credit notice, credit bureau information
Denial of credit notice, other information
Door to door sales disclosure
Revocation of acceptance of goods
Right of rescission
Overcharge claim
Sellers agreement to repurchase
Lending and borrowing:
Bankruptcy Proof of Claim
FTC Notice to Co-signers
Guarantee forms
Security agreement
Promissory note (installment, demand, due date)
Notice of default on note
Offer to settle debt in dispute
Offer to compromise debt
Revocation of guarantee
Corporations:
Agreement for sale of unregistered stock
Shareholder's agreement
Independent Contracting Form
Job offer
Lease:
Commercial Lease
Commercial lease, building
Lease with option to purchase
Residential lease- services as part rent
Residential lease- short form
Lease agreement- unfurnished home
Notice to quit or pay rent
Modification of lease
Application for tenant
Hunting/fishing license/lease
Mobile lot home rental
Miscellaneous:
Personal and business legal checkup checklist
Lottery pooling agreement
Exercise of right of rescission
General form for affidavits
California all purpose acknowledgement
General form for declarations under penalty of perjury
Ratification of unauthorized signature on check
Stop Payment Order on check
Subscription to charity drive
Notice under Soldiers and Sailors Relief Act
Private annuity agreement
Reward for finding lost pet
Reward for missing person
Marriage:
Parental consent for minor to marry

Ratification of existing marriage
Non marriage "living together" agreement
Pre-marital agreement
Divorce agreement
Reconciliation agreement
Termination, non-marital agreement
Remarriage agreement
Automobiles:
Automobile sale-- odometer statement (federal law)
Automobile bill of sale
Automobile sale power of attorney
Automobile bailment (borrowing)
Automobile Consignment Sale
Offer to purchase automobile
Automobile proof of loss (insurance claim)
"Lemon law" notice
Codicil:
Codicil- Revocation of gift
Codicil- New Bequests
Codicil- New Executor
Codicil- Purchase at a discount gift
Codicil- Forgive debts
Codicil- New child
Codicil- New spouse
Codicil- Life estate gift
Codicil; Revival of previously revoked will
Insurance:
Insurance claim form- building/personal property
Pledge of life insurance policy to secure debt
Reservation of rights as to coverage of policy
Reservation of rights as to existence of policy
Subrogation agreement
Sworn statement in proof of loss- automobile
Living wills:
Uniform Living Will
Continue Care (Reverse Living Will)
Revocation of living will
Medical Power of attorney for health care
Powers of attorney:
Simple Power of Attorney
Durable Power of Attorney
Medical Power of attorney for health care
Internal Revenue Service Power of Attorney
Certification that Power of Attorney remains in effect
Power of attorney to sign checks
Revocation of Power of Attorney
Power of attorney to sell automobile
Power of attorney for minor children
Power of attorney- joint attorneys
"Springing" power of attorney
Nomination of conservator
Power of attorney form for the inspection of corporate tax
Purchase and sale of a home:
Real estate brokerage agreement- exclusive listing
Real estate brokerage agreement- non-exclusive listing
Satisfaction of mortgage/deed of trust

Escrow agreement
Uniform quit-claim deed
Offer to purchase real estate
Option to purchase
Assignment of contract to sell
Occupation after closing by seller agreement
Acceptance of offer to purchase real estate
Auction sales agreement for real estate
Buyer's demand for return of deposit
Personal residence purchase- checklist
Agreement to close, termites, credit
Affidavit of no liens
Election (demand) for liquidated damages
Buyer's demand for deposit- survey defect
Buyer's demand for deposit- termite
Buyer's notice of defect- inspection
Buyer's notice of defect- survey
Buyer's notice of defect- title
Remodeling of a home:
Contracting agreement, small job
Contracting agreement, larger job
Party wall agreement for repair
Agreement to accelerate work
Change order
Cost plus, straight cost plus
Cost plus, maximum price, savings shared
Cost plus, maximum price, penalty
Demand for account statement, mechanic's lien
Draw request
Extension of time to complete
Lien release
Mechanic's lien waiver
Release of mechanic's lien
Road building agreement
Construction payment bond
Notice of termination of construction
Notice of commencement
Notice of termination of construction
Wills:
Personal inventory worksheet for estate planning
Caveat (demand for notice if estate is filed)
Joint and mutual will
Nuncupative will (oral will later reduced to writing)
Simple will-- All to spouse
Simple will-- All to children in equal shares
Simple will-- All to stated individuals in equal shares
Will providing trust for education of children/grand children
Will- 2 beneficiaries- unequal shares
Will- 3 beneficiaries- unequal shares
Will- 4 beneficiaries- unequal shares
Will- 5 beneficiaries- unequal shares
Will- 6 beneficiaries- unequal shares
Will- 7 beneficiaries- unequal shares
Revocation of all previous wills
Advancement agreement
Will-- deducting of advancements

Simple will-- All to charity
Payment of bills:
Declaration of homestead
Revocation of guarantee
Satisfaction of mortgage/deed of trust
Notice of usurious interest rate
Disapproval of credit, other than credit bureau
Request for copy of credit bureau report
Demand for placement of statement on credit bureau
Notice of applicability of Soldier's and Sailors Relief Act
Claims of liability by others:
Demand for retraction, with text
Demand for retraction, no specific text
Federal Tort Claims Act, general claim form
Uninsured Motorist Claim and Trust Agreement
Subrogation agreement
Reservation of rights, punitive damages
First report of injury, worker's compensation
Medical:
Consent for autopsy
Consent for operation
Consent for operation, next of kin
Medical records release form
Protection of fee from accident (letter of protection)
Collection of Debts:
Assignment of account receivable
Collection agency agreement
Collection notice, first notice
Collection notice, second notice
Collection notice, third/final notice
Default notice- promissory note
Demand for additional collateral
Guarantees- limited, unlimited
Guarantees- alternate form
Proof of claim affidavit
Statement of account request, secured loans
Deed in lieu of foreclosure
Reinstatement of mortgage

