

Using Word Document Form Templates

These document form templates were created to help you save time from doing unnecessary repetitive typing and to help you create uniform documents. You simply enter the appropriate text where prompted on the screen. When all the text is entered, you save the new document with a new name for future use in a particular case.

Even though the document forms may not be aligned properly on your screen when you open and work in them, after you have inserted your data, they will be aligned.

To move from one keyboard text field to another in a Word document, press **F11** (**make sure your F Lock key on your keyboard is turned on**). The parenthesis area will turn blue. You then insert the necessary text. When you start typing, the parenthesis text will disappear and will be replaced by your new typed text.

1. Open a blank Word document.
2. Click on **Open**.
3. Find the document template and Click on **Open**.
4. Place your cursor in the **first parenthesis area** - it will turn blue.
5. Follow the directions as shown in the **parenthesis** areas of the document to type in the required text.
6. Press **F11** to move to the next keyboard text field areas throughout the document.
7. When all entries are made, click on **Save As** and save the document with a new name.
8. Close the new document.

Special Instructions for Adversary Captions

All names should be capitalized, except dba(s), fdba(s), etc. The word "and" between multiple names should be in lower case.

If there are multiple plaintiffs and defendants, please follow these instructions: Each plaintiff and defendant should be placed on a separate line, use the word "**and**" to separate 2 plaintiffs and/or defendants; use **commas** to separate more than two plaintiffs and/or defendants; and place the word "**and**" between the last 2 plaintiffs and/or defendants; unless one of the plaintiffs has a comma in its name, then use **semi-colons**.

Align the last letter of debtor(s), plaintiff(s), or defendant(s) with the end of the longest line in the section for each party.