

Using WordPerfect 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 they are completed they will be aligned, so make sure you enter the prompted text exactly on the screen where it indicates you to do so. When you start typing, the Keyboard instruction text will disappear and will be replaced by your new typed text.

1. Open a blank WordPerfect document.
2. Click on **Tools**.
3. Click on **Merge**.
4. Click on ▼ button on right side of **Form Document**.
5. Click on **File on Disk**.
6. Find the document form and click on **Select**.
7. Click on **Merge**.
8. Follow the directions as shown in the **Keyboard Merge** message box.
9. **CLICK ON CONTINUE** or **Press Alt + Enter** to move to the next keyboard entry areas throughout the document.
10. When all entries are made, click on **Save As** and save the document with a new name.
11. Click on **Close**.
12. The template in its original form will appear on your screen. Click on **Close** to close the template. If for some reason a dialogue box should appear and ask you to save changes, click on **No**. This is the template and you want to keep it in its original form.

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.