

Using the Autopleading Tool

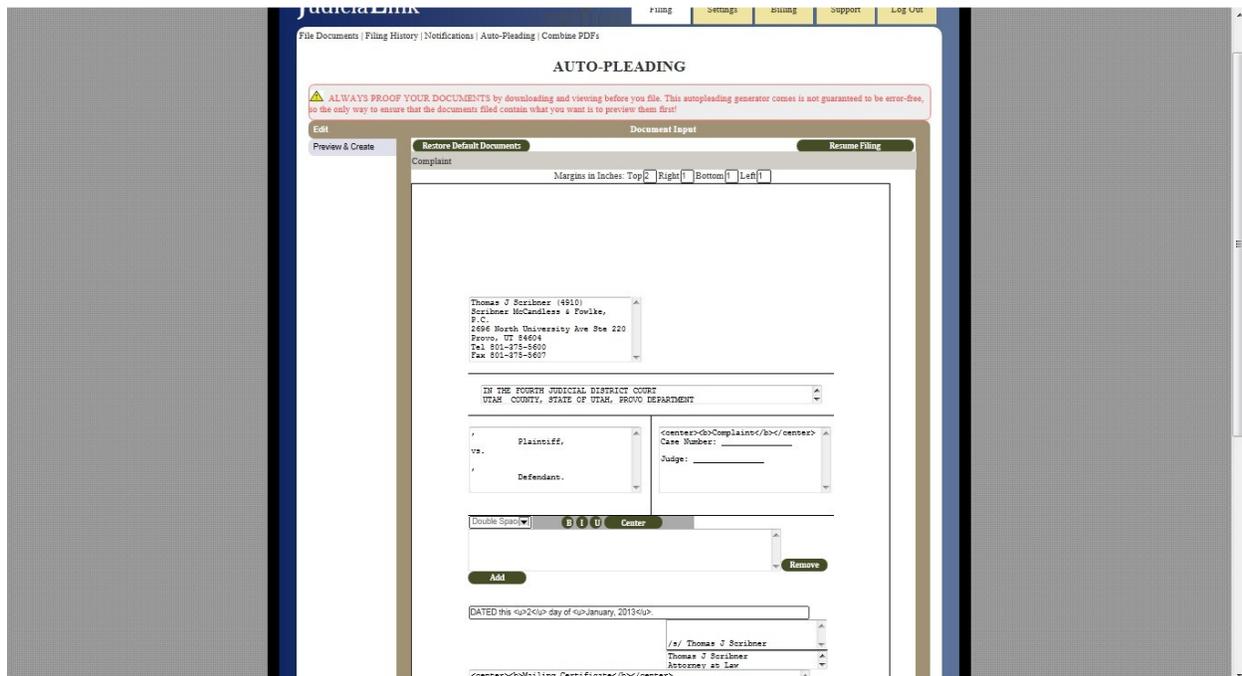
Step 1. Press the Create Autopleadings Button from the Documents Menu

The Autopleading tool allows you to create simple PDF and RTF pleadings on the fly. To begin, from the Documents menu, and instead of pressing the "Choose ..." button to upload a file, press the "Create Autopleadings" button.



Step 2. Enter the Data

The autopleading is meant to create very simple pleadings when you need to submit a filing quickly or from an inconvenient location. You first start out on the "edit" menu, which shows the form of a pleading with several portions that can be edited.

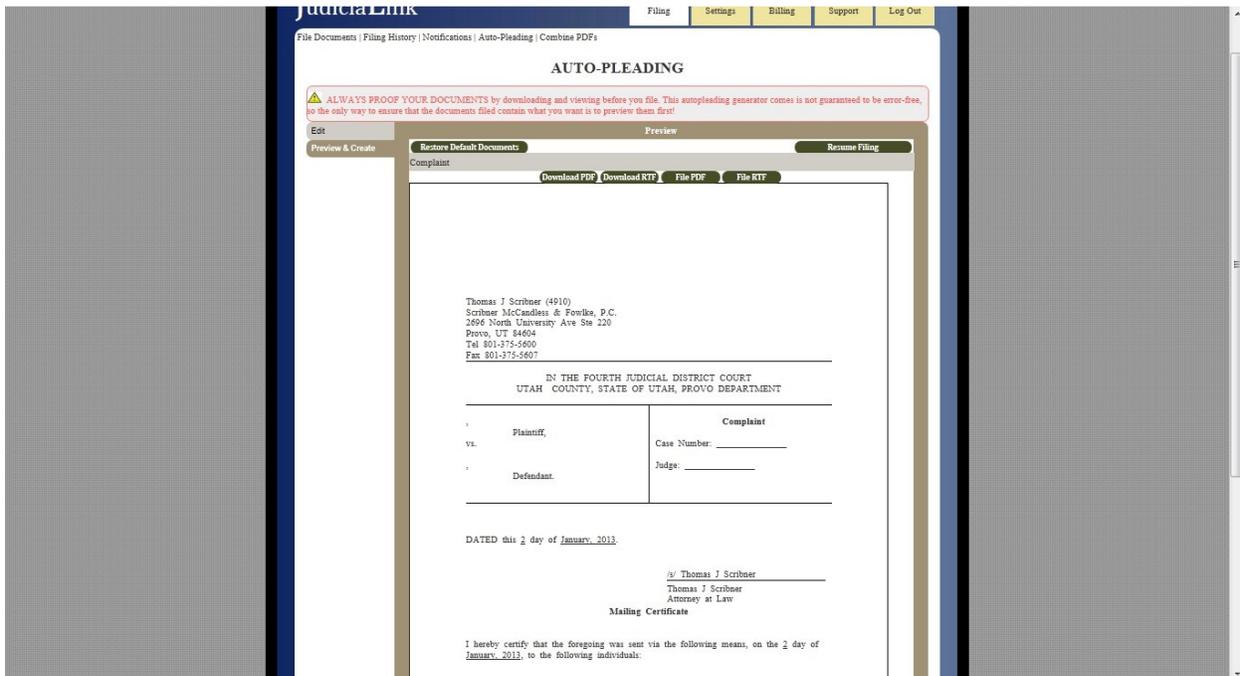


While some of the data in the autopleading is pre-populated by Judicialink, you should edit the data to match your needs before using the autopleading in a filing. The pre-populated data is intended to be helpful, but you take full responsibility for the the legal correctness or applicability of your contents, and Judicialink takes no responsibility for the same. It is expected that you will enter the data that suits your needs, then use the Preview & Create menu to make sure it was entered correctly.

Step 3. Preview and Create

The Preview & Create menu allows you to review your data in a more readable format, then has four options:

- Download PDF (this will allow you to proof or save your PDF file)
- Download RTF (this will allow you to proof or save your RTF file)
- File PDF (this will upload the PDF and return you to the Documents menu)
- File RTF (this will upload the RTF and return you to the Documents menu)

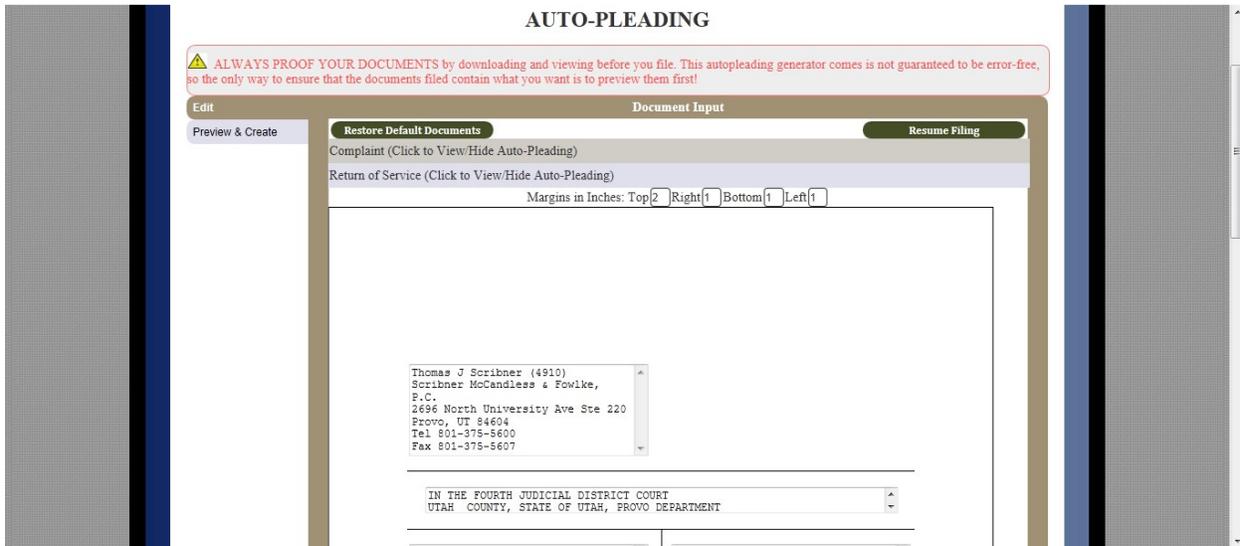


Step 4. Multiple Documents

When there are multiple documents, the Autopleading menus allow you to create autopleadings for all the documents, and to download or insert into the filing some or all.



Each document title has the words "Click to View/Hide Auto-Pleading" by it. By clicking on the title of the document, you open and close the Edit window for that document.



The Preview & Create screen had two additional options when there are multiple documents:

- Download All (download all autopleadings in a zip file)
- File All (upload all autopleadings into your filing)



The Autopleading tool has an ALWAYS PROOF YOUR DOCUMENTS warning because it is not a fully tested word processor, but a simple document creation tool. You need to ensure that your document is coming out the way you intend it. The best way to proof your documents is to click "Download PDF" or "Download RTF" and review the documents one by one before hitting "File PDF" to insert them directly into the filing.