

# Using the Autopleading Tool

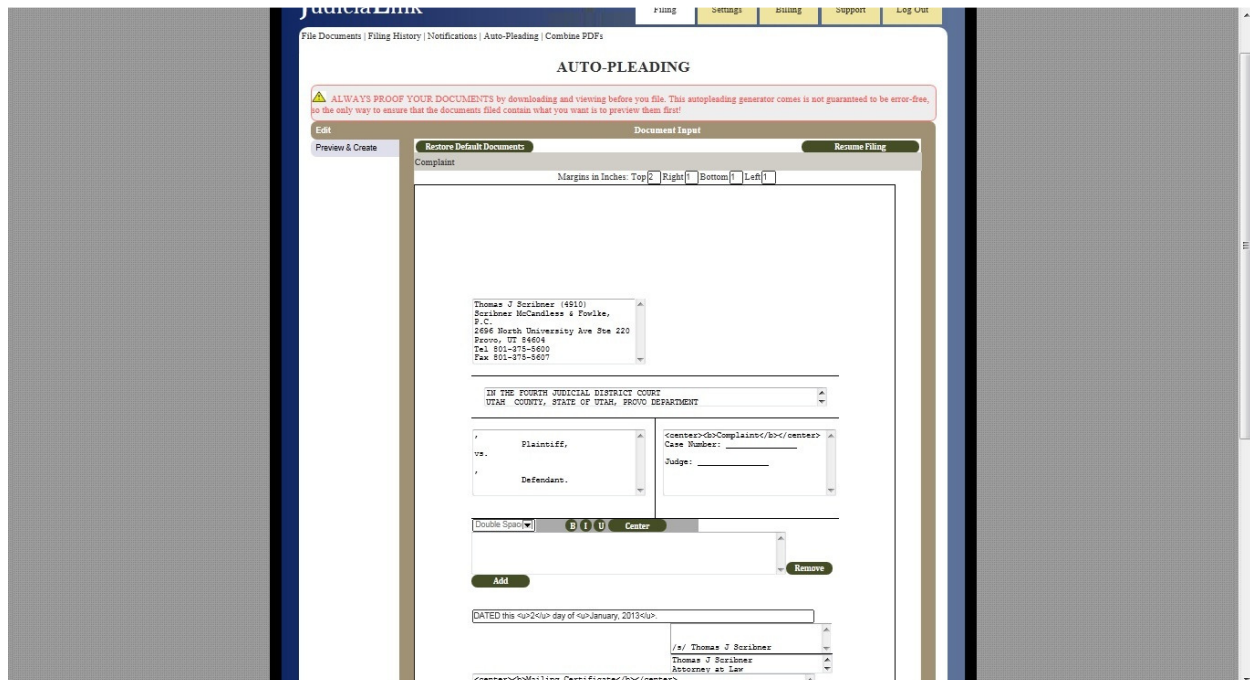
## Step 1. Press the Create Autopleadings Button from the Documents Menu

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)

The screenshot displays the 'AUTO-PLEADING' section of the Judicialink website. At the top, there is a navigation bar with links for Filing, Settings, Billing, Support, and Log Out. Below this, a breadcrumb trail shows 'File Documents | Filing History | Notifications | Auto-Pleading | Combine PDFs'. A prominent warning message states: 'ALWAYS PROOF YOUR DOCUMENTS by downloading and viewing before you file. This autopleading generator comes is not guaranteed to be error-free, so the only way to ensure that the documents filed contain what you want is to preview them first!'. The main content area is titled 'Complaint' and features a 'Preview' tab. The form includes fields for the plaintiff's name, address, and contact information, followed by a section for the case number and judge. The date is set to 'January, 2013'. The signature line is for 'Thomas J. Scribner, Attorney at Law'. A 'Mailing Certificate' section is also present, with a statement: 'I hereby certify that the foregoing was sent via the following means, on the 2 day of January, 2013, to the following individuals:'. The bottom of the form has a 'Download PDF' button and a 'Download RTF' button.

### 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.

This screenshot shows the 'AUTO-PLEADING' section of the Judicialink website, similar to the previous one, but with a different set of options. The 'Document Input' tab is selected, showing a list of documents: 'Complaint (Click to View/Hide Auto-Pleading)' and 'Return of Service (Click to View/Hide Auto-Pleading)'. The 'Download PDF' and 'Download RTF' buttons are no longer visible. Instead, there is a 'Resume Filing' button. The warning message and navigation bar are consistent with the previous screenshot.

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 screenshot shows the 'AUTO-PLEADING' tool interface. At the top, a red warning box states: '⚠ ALWAYS PROOF YOUR DOCUMENTS by downloading and viewing before you file. This autopleading generator comes is not guaranteed to be error-free, so the only way to ensure that the documents filed contain what you want is to preview them first!'. Below this, the 'Edit' tab is active, and the 'Document Input' section is visible. It includes a 'Restore Default Documents' button, a 'Resume Filing' button, and a list of documents: 'Complaint (Click to View/Hide Auto-Pleading)' and 'Return of Service (Click to View/Hide Auto-Pleading)'. A 'Margins in Inches: Top 2 Right 1 Bottom 1 Left 1' section is also present. The main text area contains a sample document with the following text: 'Thomas J Scribner (4910)', 'Scribner McCandless & Fowike, P.C.', '2696 North University Ave Ste 220', 'Provo, UT 84604', 'Tel 801-375-5600', 'Fax 801-375-5607'. Below this, a section for 'IN THE FOURTH JUDICIAL DISTRICT COURT' and 'UTAH COUNTY, STATE OF UTAH, PROVO DEPARTMENT' is visible.

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 screenshot shows the 'AUTO-PLEADING' tool interface in 'Preview' mode. The 'Preview' tab is active, and the 'Document Input' section is visible. It includes a 'Restore Default Documents' button, a 'Download All' button, a 'File All' button, and a 'Resume Filing' button. The 'Download All' and 'File All' buttons are circled in black. The main text area contains the same sample document as in the previous screenshot.

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.