

# SimpleForm: Legal Document Generation

## Completeness Plan

### User-Guide

#### Accessing the Program

- To access the program, go to: SimpleForm: Legal Document Generation (link embedded). The program can also be accessed through codingthelaw.org and found underneath student work.
- This tool will allow the following documents to be generated for both plaintiffs and defendants: notice of appearance, interrogatories, request for the production of documents, joint affidavit of irretrievable breakdown of marriage.

#### Generating a Document

- To begin generating a pre-filled and pre-formatted document, continue through the series of questions and answers “QnA.”
  - In order to edit a previous answer, click the “Go Back One” button to return to the prior question.
- In answering each question prompt, make sure to style the answers similarly to the examples provided.
  - For instance, names need to be formatted by including both first and last name, along with proper capitalization.
- Once the prompts are fully answered, a list of options will generate.
- As the result of this list, you will have the option to generate a number of legal documents.
- After clicking on the document of your choice, you may be prompted to answer further questions regarding which party the firm is representing or additional specific inquiries.
- Once all the prompts are complete, there will be an option to download the file, do so by clicking the button labeled “Download: Notice of Appearance”, or the like.
- The document will then appear in your “Downloads” and titled accordingly.

Document	Download Title
Notice of Appearance (Defendant)	Defendant NOA
Notice of Appearance (Plaintiff)	Plaintiff NOA
Interrogatories (Defendant)	Defendant INTS
Interrogatories (Plaintiff)	Plaintiff INTS
Request for the Production of Documents (Defendant)	Defendant RPD
Request for the Production of Documents (Plaintiff)	Plaintiff RPD

Bundle: Notice of Appearance, Interrogatories, Request for the Production of Documents (Defendant)	Defendant Bundle
Bundle: Notice of Appearance, Interrogatories, Request for the Production of Documents (Defendant)	Plaintiff Bundle
Joint Affidavit of Irretrievable Breakdown (Plaintiff/Defendant)	Joint Affidavit of Irretrievable Breakdown

- Once the document has been retrieved from downloads, it can be saved to any personal computer and edited however the user wishes.
- All documents are formatted in Microsoft Word and downloaded as ‘docx’ files.

## Maintenance

To maintain this tool, I will be the primary point of contact. However, in the case that I am not available, or you wish to make modifications on your own, the following tips may be helpful for future maintenance:

- All documents should be pre-formatted in Microsoft Word.
- To create a QnA, visit [www.qnamarkup.org](http://www.qnamarkup.org).
- In creating an individualized QnA, or making updates to the one already created, make sure that related questions and answers are aligned.
- If an answer to a question is going to be used to fill in a document, make sure to name that variable. I.e., Q(plaintiff) instead of Q(1.1.2.3). This will save time and confusion when attempting to merge the responses from your QnA with your word document.
- Once the QnA and formatted Word document are both complete, and all of the variables are named, place `A:[javascript:save2('mailmerge.csv',csv())]` into the body of your QnA and run the code.
  - It is easiest to do this at the top by adding a ‘dummy’ Question and Answer.
- This ‘dummy’ code will prompt a download of a ‘csv’ file which will contain all of the named variables.
  - Once the ‘csv’ is downloaded, the ‘dummy’ QnA variables can be deleted.
- It is these variables that can then be mail merged with your Word document.
- Open the final version of your document (you will have to do this for multiple documents if you have the need for more than one template). Use the Excel sheet as a mail merge data source, and place your variables in the document as needed. Save your work, preferably after returning the document to not prompt for mail merge on open.
  - This is all done through “Mailings”.
- Once the recipients are loaded into the Word document through Mailings → Select Recipients → Use an Existing List, insert the corresponding merge fields from the QnA into the Word document.
- Lastly, convert the document back to a “Normal Word Document” by Mailings → Start Mail Merge → Normal Word Document.
- Save the document and push to GitHub.

For any additional help, visit [Document Creation](#), a help-guide for pre-filling a document by Professor David Colarusso.