

## How to Create Pleadings in Microsoft Word on Your Home Computer

Microsoft Word 2000 has an automatic program that will create pleading paper and format your pleading at the same time. **Note:** This program is not available on the library's computers. This guide is to help you create pleadings at home. To use this program:

1. Open Microsoft Word.
2. On the FILE menu, click NEW
3. Click the LEGAL PLEADINGS tab
3. Double click PLEADING WIZARD

This will begin the "Pleading Wizard" program, which takes you step-by-step through creating your own pleading paper. Make sure you select the following values:

- What do you want to do?** Select: Create a new pleading template for another court.  
Click Next
- Name of the Court:** Type: In the First Judicial District Court of the State of Nevada In and For Carson City  
Should be aligned?: Center  
Click Next
- Page Settings:** Font: Times New Roman  
Line Spacing: Double  
Lines Per Page: 8.5" x11"  
Margins: One inch on all sides  
Click Next
- Do you want line numbers?** Yes  
Start pleading at line: 1  
Line numbers start at: 1  
Show line numbers in increments of: 1  
Click Next
- Borders:** Left: Double  
Right: Single  
Click Next
- Caption Box:** Style 1  
Click Next
- Header & Footer:** What information do you want at the beginning of the pleading?  
Attorney and firm names (Actually your name and address)  
In the Footer?  
Summary of pleading title  
Page numbers  
Click Next
- Do you want a signature block?** Yes  
Sign with: Plain  
Do: Not include firm name and address

Include date line

Click Next

**File Name:**

Give your template a name like Carson City Court Pleadings

Template

Click Next

The program will then take you through the steps to fill in information in the pleading caption. Make sure that you type the information in exactly as you want it to appear, such as in all capital when appropriate.