

LPOR Forms Express (v.15) Software  
OPERATING INSTRUCTIONS

Forms Express software is designed to facilitate the creation of legal forms used to seek court protection in cases of domestic abuse, dating violence, stalking or sexual assault. The software assumes that the user knows in advance which statute the protective relief is being sought under, and which forms are needed. See “View LPOR Form usage index” on the Main Menu to determine the correct form and usage.

The main menu

❖ Setting Paper Source

All forms are formatted for legal size paper; therefore, it is important that you **select legal paper** on the Page Setup box “Paper Size” drop down menu each time you open the program. Then click OK.

❖ Setting Court Defaults

Setting defaults saves you work, as information entered here will automatically be added to every record you create. Choose court defaults from the Main Menu and fill in the Court Information screen. You can manually change this information on any given form if necessary.

❖ The main menu groups the forms sets according to statute and usage.

Click on the button “Form Index” to help determine the correct form and usage.

Starting a new case

- Example: creating a new petition, TRO and PO forms for a civil order of protection under R.S. 46:2131 et seq.
- Select first menu item on Main Menu (**Petitions, TRO's, PO's.....**)
  - Click on **New** on the buttons bar at the bottom right of the screen
    - The default court information that you entered is automatically added to the case
  - Select the boxes for **Petition, TRO,** and/or **PO** at the top of the screen that you want to print then select the statute you wish to file under
    - Checking a box activates the fields that are relevant to that form only. For example, if you don't check **Petition**, the first 3 checkboxes on the **Petitioner tab** will be inactive
  - Choose whether the petition is the **Initial Petition** or **Supplemental and Amending** by checking appropriate box
  - If you check **Address Confidentiality**, the petitioner address will not appear on the order forms
  - IMPORTANT: If the petitioner is currently a defendant in a case with the same party, a different set of legal forms will be used, so be sure to check this box when appropriate.
  - Complete personal Information on each of the required screens
    - You can move to a screen by either clicking the **Next Page** button or clicking on the tab title.
    - After completing the first series of **Personal Information** screens/tabs, the **Petition/Order Information** screens must be completed.
  - Navigate to **Petition/Order Information** screens by clicking the button in the top right-hand corner
    - This button moves you between the **Personal Information** and the **Petition/Order Information** tab series

Searching for an existing case

- Click on the **Search** button on the bottom menu bar.
- The **Search Case History** window will open.
- You can search by **Date Entered, Docket No., Petitioner** or **Defendant**.
- Selecting **Browse** next to any of those items will open another window with a list of files you can choose from sorted by that item.
- Select your chosen case and close the window using the X in top right corner. Your chosen case should now appear at the top of the screen under **Current Record**.
- You can then close the **Search** window by clicking the **OK** button at the bottom of the screen.

## Previewing and Printing Legal Forms

For a form to be printed or previewed, two elements are required. 1) The checkbox for the desired type of document (**Petition, TRO, PO**) must be checked on the top of the main data entry screen. 2) The statute must be selected from the **Preview/Print** dialog, as described below.

- Choosing **Print** sends all chosen forms directly to the printer and is the fastest print method.
- Choosing **Preview** will send pages individually and sequentially to a preview window on your screen. Each previewed page may be viewed and printed individually as desired at that point.
- In **Preview**, you may enlarge the viewing area by sizing or maximizing the preview window
- In **Preview**, you must click on the door icon (second from right) in the top menu bar to close the page without printing, so that the next page will appear. The last icon on the right will print the viewed page.