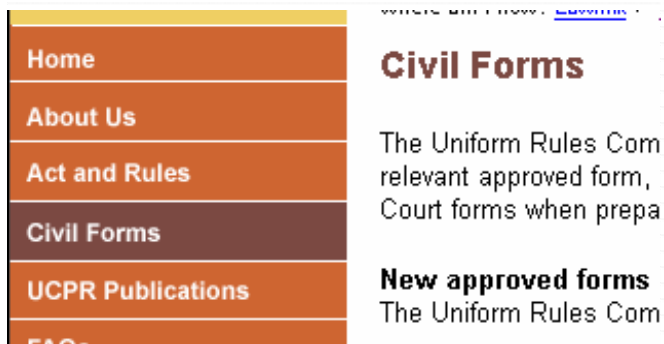




Completing approved forms directly from Lawlink website at: <http://www.lawlink.nsw.gov.au/ucpr>¹

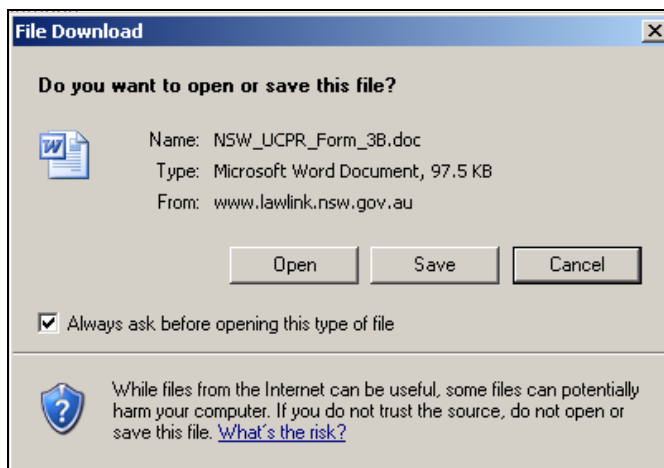
If you have access to the internet and Microsoft Word you may be able to complete an approved form on the computer screen. The approved forms are published in Microsoft Word and PDF format on the Lawlink website and can be located under the tab called Civil Forms:



1. Open the Civil Forms page by clicking on the  icon.
2. Choose the form you need from the list on the Civil Forms page, eg form 3B

1	General form	PDF	Word
2	List of parties	PDF	Word
3A	Statement of claim - filing party legally represented	PDF	Word
3B	Statement of claim - filing party acting in person or by authorised officer	PDF	Word
4A	Summons - filing party legally represented	PDF	Word

3. Select  and click on it to open the form
4. Choose 'Open' if prompted on screen like this:



¹ This is a quick and simple reference guide providing some basic assistance to parties who may not be familiar with web pages or using a computer. The steps outlined above may not provide the level of detail you need, cannot (and do not) take into account the level of access you may have to a computer or the particular set-up your computer may be programmed for. For example, your computer may not have Microsoft Word. If you need further assistance with using a computer or a word processing program while completing a form you should seek help from qualified professionals. Courts' staff or staff from Lawlink or the Attorney Generals' department are not able to assist you with opening, printing or saving forms accessible from this web site.

5. Position your cursor in each blank field or space appearing in the form. Type your information directly into each space. You do this by clicking with your mouse button into the blank space. For example, note the cursor position shown in the example form below circled in purple and note the words typed into the first space shown circled in pink:

Form:3B (version:1)↔
UCPR:6.2¶

STATEMENT OF CLAIM¶

COURT DETAILS¶

Court¶	District Court of New South Wales¶
#Division¶	¶
#List¶	¶
Registry¶	¶
Case number¶	¶

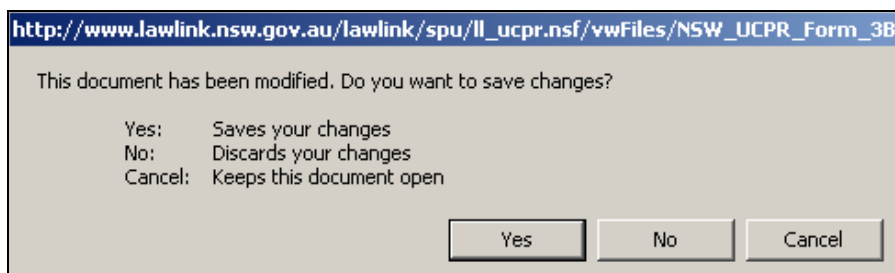
6. You should refer closely to the Guide to preparing documents, the UCPR and the CPA for assistance in completing each form. If you are not sure what to do or how to fill in any part of the form you should seek legal advice.

Once you have completed all the relevant fields in the form you may be able to save the document and all the information you have typed into it, to your computer before printing it out.

7. Saving your form

You may save within Word by clicking on the File menu located on the Word toolbar at the top of the screen. From the drop down menu, choose 'Save' or 'Save As' and follow each screen prompt to save your document to your own computer's directory or to disc or other media connected to your computer. Another way to save your document may also be achieved by pressing the 'Ctrl' + 'S' keys at the same time.

Note - if you choose to close the form after opening you may be prompted on screen to save as follows:



To save you should select 'Yes' and follow the screen prompts accordingly.

8. Printing your form

To print your form, select 'Print' from the File drop down menu on the Word toolbar. Another way to print may also be achieved by pressing the 'Ctrl' + 'P' keys at the same time. Follow each screen prompt to print your document via your own printer.

9. Completing a form by hand

If you prefer to complete your form by writing it out in hand you should print it out from the list by selecting either the PDF option or Word option shown in step 1 above and then follow the print instructions indicated in step 7.