ADDING OPTIONAL TEXT FOR AFFIDAVITS, AND OTHER PROOFS OF SERVICE, USING "DATA BUTTONS AND INFORMATION DROP DOWN SELECTIONS"

The NPPS software contains every type of Affidavit Of Service and Proof Of Service form you will need to conduct your business. Each of these forms contains "generic legal language" that suits a majority of State Requirements.   The forms are automatically printed when you select them after adding information into the database about the individuals you are serving, such as court information, name of attorney and/or process server, dates and times of service, descriptions of defendants, and other pertinent information about each service. The forms you select for printing will contain all of the data you entered for any record, including all appropriate "generic legal language" that are a "default" part of the NPPS program.

Though the NPPS software anticipates all of your forms generation needs, we do recognize that there will be occasions where process servers will want to ADD INFORMATION to our forms that fall outside of the generic legal language we have included, especially where required to by certain state laws.   For this reason we have added features to our software that enable you to EDIT ALL OF OUR GENERIC LANGUAGE and easily add language of your own, in a straightforward and simple manner (as you will see).

Customization of forms language can be done at any time. As a matter of fact, you can set up as many forms as you'd like, and name them anything you'd like and each of your custom forms will contain all of data you enter for records, including the custom language you set up.   Frankly, most process servers will never have to use many of the customization features, by it's reassuring to know it's there.

You can view the "generic legal information" that is printed on our default forms by clicking on the SETUP menu (top of the "Return Entry Screen") and selecting "Affidavit Forms Set-Up". This will bring up a screen that enable you to view all default information that will automatically appear on various type of Affidavits and other proofs of service you will be printing after you enter data into the database.

On this screen you will note that you will be able to assign any name of your choosing to a form, and that you can even select font styles and sizes, and even format the positioning of various items on your forms.

You will note that there are FIVE TEXT AREAS on the Affidavit Forms Set-Up screen as follows:

1. SERVICE INFO TEXT TAB - This CONTAINS the generic "service" legal language that ordinarily appears in the main body of an Affidavit, below the Court and Case Caption. It was placed there by NPPS for your convenience. It meets with a majority of State requirements, but you can edit any of this text you desire and add to it, then save it,

and the new or edited format will appear all forms that you generate using the NPPS software.

2. MILITARY SERVICE TEXT TAB - There are two areas of text for military service. One is generic language that would appear on Affidavits and other forms if you indicate in your database record that the individual being served is IN THE MILITARY, and the other is the generic language that would appear on Affidavits and other forms if you indicate in your database record that the individual being served is IN NOT IN THE MILITARY.

Though the default language we have entered meets the legal requirements of a majority of States, you can edit this language by simply typing anything you'd like in place of or in addition to the generic default language, and then click the save button. Whatever you edited or added will then appear on all forms that you print.

3. ADDITONAL TEXT TAB -
You will note on this screen that there are two areas where generic text appears, labeled

Text To Be Displayed When The Following Is Checked: "DIVORCE ACTION" and Text To Display When The Following Is Checked: "NYC CIVIL DEFENDANT ACTION"

You will note that the generic language that now appears in these boxes is language that is appropriate for Divorce Actions and NYC Civil Defendant actions.

The reason for the statement "Text To Be Displayed When The Following Is Checked: " is that there are two "DATA BUTTONS" that are located on the RETURN ENTRY SCREEN named DIVORCE ACTION and CIVIL ACTION, and there is a small check box next to each one. When entering a record, if you were to select any of these buttons, the generic language that appears in these two boxes would automatically be printed onto forms that you print.   You can also edit this language in the same fashion as discussed previously, and the edited or new language is what would appear on forms that you print.

IT GETS BETTER THOUGH!   We only named these two buttons DIVORCE ACTION and NYC CIVIL ACTION so that we could give you an example of the function of these buttons. They can be named anything that suits you at any time (for every record you create), and whatever you name the button, that will appear both on the button, and also on the instruction statement above the text box. For instance, if you named one button MATRIMONIAL, and the other "MISC. INFO", you would see that the two areas where generic text appears, would be renamed to read "Text To Be Displayed When The Following Is Checked: Matrimonial" and "Text To Display When The Following Is Checked": MISC. INFO".

You are in full control of what you want to name these buttons, and what legal language you want to associate with them.   To rename these buttons you can do one of two things:

(a) You can click on the "Set-Up" drop down menu and select "Screen Customization", and you will note that there are two fields labeled "Data Button # 1, and Data Button # 2, and that the text DIVORCE ACTION and NYC CIVIL ACTION appears in these boxes.

Changing the default names there will change the name of the buttons that appear on the Return Entry Screen and also the instruction line labeled Text To Be Displayed When The Following Is Checked: on the Affidavit Forms Set-up" Screen (Additional Text Tab).

(b) Another way to rename these buttons is to click on the "Set-Up" drop down menu and select "Screen Customization" and you will notice that your changes appear there. Then go to the Affidavit Forms Set-up" Screen (Additional Text Tab) and you will note that the instruction lines labeled Text To Be Displayed When The Following Is Checked: were both changed to include the name of the buttons you just changed.

IN SUMMARY:
You never check off one of these extra data buttons, or even enter any language you'd like to associate with them, as the only time that they affect any forms that you print is if you do use them, as described above.

WE SAVED ONE OF THE BEST PARTS FOR LAST!
Located on the Return Entry Screen to the right of the two data buttons is an information drop down selection box with three items in it, that function much like the buttons, and allows you even more of an ability to customize the legal language that appears on your forms (but only if you select it).

If you go to the Return Entry Screen and click on the "Witness Subpoena, Domestic Corporation, and NOT USED".   As with the Data Buttons, these drop down selections can be named anything you'd like, and each can have any legal text associated with it that suits your needs so that when you select one of these items, the text that is associated with it will automatically appear on the Affidavit or other form you are printing.

Here's how this is done:

1. Just go to the Return Entry Screen and click on the small button located directly to the right of the drop down box. CLICK ON IT. This will bring up a small screen that has three data boxes labeled "Enter A Drop Down Name", "Text that will appear on forms when click on the small box next to drop down menu", " Text that will appear on forms if you do not click on the small box next to drop down menu".

You will also note that there is a small selection drop down box located above these three data boxes, which contains the names that we created as examples, namely Witness Subpoena, Domestic Corporation, and NOT USED. Select the one called Witness Subpoena, and you will note that upon selection generic default legal text appears in the boxes labeled "Text that will appear on forms when click on the small box next to drop

down menu", " Text that will appear on forms if you do not click on the small box next to drop down menu".   This allows you another level of flexibility in designing your forms.

You add as many names as you'd like in the box labeled "Enter A Drop Down Name" by simply clicking on the ADD DROP DOWN NAME BUTTON, and each time you add a new name and save it, you can immediately enter associated legal text in each of the text boxes, being careful to keep in mind that the legal language that you want to have associated with a drop down selection will only print out on one of your Affidavits or other forms if the small box is checked off on the Return Entry Screen (adjacent to the drop down box).

IF YOU DECIDE TO EDIT OR AD TEXT AS DESCRIBED ABOVE, YOU CAN ALSO AND HAVE THE PROGRAM AUTOMATICALLY INSERT INFORMATION "WITHIN YOUR TEXT" THAT IS CONTAINED IN RECORDS THAT YOU ENTERED THE SOFTWARE DATABASE.

 Here's how this works. Though you can't see this programming code, each field that you enter data into is represented by a program code name. For example, when you enter the name of the person you are serving in the "Name Of Served" field on the Return Entry Screen, the hidden code name for this field is {{PERSON SERVED}}.

Let's assume that one of the names you entered into the Name Of Served field was JOHN SMITH.   Let's further assume that you would like to add the following statement to your Affidavit or other form that says:

"We contacted JOHN SMITH at xxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxxxx."

To do this you would simply enter the following text in one of the boxes where you can edit text:

"We contacted {{PERSON SERVED}}at xxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxxxx."

If you entered this optional text in one of the allotted areas in the AFIIDAVIT FORMS SETUP, the result would be that every Affidavit or other form that you print would contain the above additional text, with the name of the person you are serving substituted for the code {{PERSON SERVED}}.

Below is the code that is associated with record entry fields. You will easily be able to determine which field the code is associated with, since all code names reflect the name of the field.   For instance, {{LOCATION SERVED}}is clearly an indicator that this code is associated with all name you enter into the "Service Location" field on the "Return Entry Screen".

{{SERVER}}
{{SERVE DATE}}
{{SERVE TIME}}
{{SERVE TO LOCATION}}
{{LOCATION SERVED}}
{{SERVED DOCUMENTS}}
{{PERSON SERVED}}
{{METHOD OF SERVICE}}
{{SERVE TO}}
{{CAPACITY}}
{{MAIL DATE}}
{{MAIL TO ADDRESS}}
{{HOW KNOWN}}
{{COMMENTS}}
{{PREMISES}}
{{COURT DATE}}
{{COURT TIME}}
{{DATE RECEIVED}}
{{TIME RECEIVED}}
{{COMPANY NAME}}
{{COMPANY ADDRESS}}
{{COMPANY CITYSTATE}}
{{COMPANY PHONE}}
{{COMPANY FAX}}
{{COMPANY STATE}}
{{COMPANY COUNTY}}
{{COMPANY PI LICENSE}}
{{ATTORNEY NAME}}
{{ATTORNEY ADDRESS}}
{{ATTORNEY CITYSTATE}}
{{ATTORNEY PHONE}}
{{ATTORNEY BARNUMBER}}
{{DUE DILIGENCE NARRATIVE}}
{{DESCRIPTION}}
{{ALTERNATE TEXT}}

BOTTOM LINE:
The NPPS software provides all the forms you'll need to conduct your process serving business efficiently, AND the ability to customize any form for any purpose.

SOFTWARE SUPPORT:
Don't forget, software support can be found by sending an email to support@npps.net, or by requesting assistance on the NPPS Online Forum at http://www.npps.net/forum/, or by phoning NPPS at (347) 273-1089.

A WORD OF CAUTION:
Before making any edits, you should first enter a test record, and select one or more of the optional data buttons or drop downs, and then print some Affidavits so that you can see where the optional text appears. This will enable you to better decide what legal text you would like to add, and where it will appear on your forms.

PAGE SETUP FOR FORMS PRINTING
On the software's top menu bar there is a navigation button named "File". If you click on this it reveals two other navigation choices, "Page Setup" and "Save".
Clicking on the Page Setup navigation link brings up a screen that allows you to set up many attributes of your final printed forms such as margins (top, bottom, left, right), page orientation (landscape, portrait), and columns and row spacing.

We suggest that since all of your printed Affidavits and other forms will all be printed on standard 8 1/2 x 11 paper in a "portrait" format, that you do not change any of the default page orientation or column settings.   Also, you will not need to change any of the margin settings unless you add a lot of optional legal language to your forms.

If you do not add a significant amount of legal language, all forms will print out on a single sheet of 8 1/2 x 11" paper.   If you do add a lot of additional text and you would like to have your forms print out on a single sheet of 8 1/2" paper, you might need to change the TOP and BOTTOM margins from 1 inch to another size such as TOP [.25] BOTTOM [.25] (.25= 1/4 inch).   If after making this type of change, your form is too lengthy to print onto a single page, you will have no choice than to allow the printing to occupy multiple pages, which it will do automatically.