

Free Sample Legal Documents

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Learn how to Eliminate All Debts, get Complete Debt Relief, and Remain Debt Free. After two decades of fighting creditors and debt collectors on behalf of thousands of clients, Board Certified Attorney Mark Westbrook has put together a powerful how-to guide to arm Americans with everything needed to oppose creditors, collectors, and their attorneys in their efforts to seek court judgments, seize assets, invade bank accounts, and garnish pay checks. Westbrook effectively explains legal protections, strategies, and procedures in easy to understand terms. Consumers have legal powers against aggressive creditors and debt collectors under the Fair Debt Collection Practices Act (FDCPA), the Truth in Lending Act (TILA), Fair Credit Reporting Act (FCRA) and other federal and state laws. Asserting these legal rights can make creditors and their attorneys go away. Consumers are entitled to recover money damages against creditors and collectors for even one violation of these laws. Part of the Legal Playbooks™ Series, The Debt Relief Playbook is an invaluable resource in defending against creditors, debt collectors and their attorneys. The Debt Relief Playbook provides a roadmap to financial freedom, including sample letters, court documents, and legal references (The War Chest) that will help you stand up and fight to protect your family and preserve the American dream. The Debt Relief Playbook is part of the Legal Playbooks™ series of publications designed to arm consumers to stand up to creditors and prevail. It is a statistical fact that one out of three debt collection lawsuits have no merit of any kind! By timely raising legal claims and defenses creditors and their attorneys will go away in defeat. Federal laws include loan forgiveness regulations for student loans, legal defenses which remove all liability on civil debts, and remedies of court-ordered discharge of all debts through bankruptcy. Rights and remedies exist which will be lost if the consumer does not act timely in asserting proper legal claims and defenses. Proper planning and an early counter-attack can eliminate the problem. When your family is under attack, it is time to fight and prevail!

This pocket guide identifies some of the benefits and the pitfalls that an organisation can encounter when negotiating and drafting SLAs. It gives an overview of SLAs, highlighting typical scenarios that can arise, and provides information on typical solutions that have been adopted by other organisations. A wide range of industry sectors will outsource service provision (for example, banking, pharmaceuticals, and insurance companies). This can happen where an organisation outsources its IT payroll needs, its helpdesk and IT maintenance requirements, its payment processing, or its whole IT function. The key risk The key risk for an organisation that enters into an outsourcing transaction, are that the services that it receives from the supplier will be worse than the services they were receiving before, or that the cost savings that were anticipated or promised, are not achieved. The SLA To try and avoid this scenario, the outsourcing contract should include a Service Level Agreement (SLA). The SLA must be drafted to govern the standard of service that you require, including the cost of those services and the consequences of not achieving pre-agreed standards. The wider environment While Service Level Agreements are a key method, within ITIL, for setting out how two parties have agreed that a specific service (usually, but not necessarily, IT-related) will be delivered by one to the other, and the standards or levels to which it will be delivered, the basic concept is now far more widely applied than just in ITIL(r) and ITSM environments. This pocket guide provides information and guidance on SLAs to those in the wider environment, from a legal and practical view poin

Dave Ramsey explains those scriptural guidelines for handling money.

Stop Working!

Model Rules of Professional Conduct

New Jersey Transaction Guide

Concise Guide to Legal Research and Writing

The National Bankruptcy Kit

Texas Litigation Guide

Model Rules of Professional ConductAmerican Bar Association

This best-selling comprehensive book integrates excerpted (edited) cases in a student accessible format. All legal terms are defined when first introduced. To aid the reader in putting the cases in context and to address some of the AACSB requirements, most cases begin with either a Historical Setting or a Company Profile. This text meets all AACSB curriculum standards. Also, for those that plan to take the CPA exam, there is an additional CPA supplement. To make it easier to pull together the wide array of supplements from which to select, we offer an Instructor's Course Planning Guide. This text is also available in an Interactive CD-ROM Edition. The CD-ROM can be used either as a stand alone item or in conjunction with the text. Enhancements such as video, audio, interactive learning labs, internet access, full case presentations, interactive study guide, and a notebook function the students can use to make their own notes.

Codicil to a Last Will & Testament A codicil is a simple document that allows you to make amendments to your last will and testament. In most cases, the amendments made by a codicil are relatively minor. For example, they may seek to appoint new executors, make new gifts or release people from debts. However, in other cases, the amendments can completely change the will. A person who will receive the residue of your estate. Codicils are fairly simple to complete and use. In most cases, they simply refer to the existing clause of the will that needs to be amended and specify details of the amendment that is required. Once the codicil is completed, it needs to be signed and witnessed in accordance with the same strict legal requirements as the will. Includes step-by-step instructions, detailed information and all the legal forms necessary to prepare your own codicil without the need or expense of engaging a lawyer. It also includes various examples of the changes that you might wish to make to your will. This kit contains all the necessary forms and sample amendments you will require to legally and validly amend your will. A legal research study guide can be quite helpful in preparing a student for an exam. To be clear, a legal research study guide can include questions that pertain to various aspects of legal research, sample problems, sample tests that can be taken and summaries of factual cases. In addition, a legal research study guide provides opportunities to study material more thoroughly than a textbook.

guides, a legal research study guide is only effective when combined with textbook material.

How to Support Your Teen, Study Close as a Family, and Raise Independent Adults

Property Code

Litigation Documents, Contracts, Legislative Documents

The Complete Legal Writer

Financial Peace

How to Defeat Creditors and Win the Collection War

Renting an apartment? Buying your first home? Thinking about a will? Legal Forms for Everyone is the ultimate self-help legal guide that will save you hours of research time and money in legal fees. Written by an experienced attorney, this book is complete with the most commonly needed, ready-to-use legal forms and precise instructions on how to use them. Also included is advice about when you should hire an attorney. You will also find handy checklists included on the CD-ROM. Easy to understand and ready to use!

The book consists of handwritten legal documents, possibly used to practice the preparation of such documents or to be used as examples when preparing similar papers. Includes a sample of a document used to free a slave.

You may not have had a say in how you entered this world, but you don't have to leave it that way. Provide your family peace of mind and make it easier on yourself. Will, Trust, & Power of Attorney Creator and Estate Records Organizer can help you create legal estate documents you actually understand. Here is your guide to ensuring your family will have a place to live, financial stability, and minor children are provided for. You'll discover how to: finalize your will, reduce potential family conflicts, express your wishes about who will get what property, select someone to raise minor children, create a trust to financially support minor children, reduce estate taxes, bypass probate court, authorize someone to act on your behalf regarding healthcare and financial matters if you become unable to make your own decisions, you become too sick to make your own decisions, organize important estate records, leave a final letter to your loved ones, understand the documents you create, and much more. Regardless of its value, your family will likely benefit from an estate plan. And you don't have to spend a fortune to get it done, either. All of the forms you will need are included in this guide. Sample Forms Include: Wills: Last Will and Testament (for single and married couples), Self-Proving Affidavits, and Living Will. Trusts: Single Person Living Trust, Shared Living Trust, and AB Living Trust (with and without Disclaimer Statement). Power of Attorney: Healthcare-Durable Power of Attorney, Financial-Durable Power of Attorney, and Minor Child Care-Limited Power of Attorney. The Legal Self-Help Guide series provides information to those who want to understand their legal rights and responsibilities in an effort to resolve legal problems or know enough to feel confident in their decision to retain legal counsel. This Guide provides plain-English explanations as an alternative to the legal jargon that fills legal books. Express Your Rights. At Peerless Legal we believe the law is only useful when people have the tools they need to understand their rights. Join us on our quest to make the law usable and accessible to anyone.

The Complete Legal Writer lives up to its name, providing everything legal research and writing professors and students need in a textbook, including citation literacy, research skills, writing process, a wide range of legal documents, and more. Using the cutting-edge Genre Discovery Approach, this book teaches students to guide themselves through the process of writing unfamiliar legal document types and thereby prepares students to write independently in upper-level classes and the workplace. To aid in teaching Genre Discovery, the authors provide three exacting samples of each document type covered in the book, a rhetorical analysis of each document type, and specific questions to guide students as they study the samples. The Complete Legal Writer covers document types that are traditionally taught in the first year, such as office memos and appellate briefs, as well as document types taught in upper-level and non-traditional first-year curricula, including trial briefs, demand letters, and employer blog posts. Furthermore, this book covers an essential skill for all legal writing classes: giving and receiving feedback. In addition to explaining how to give feedback and to receive feedback from peers, an important skill given the rise of peer-feedback practices in the LRW community, The Complete Legal Writer also covers how to receive and implement feedback from professors and workplace supervisors in order to improve both a particular document and future documents.

Sample Reports for Legal Nurse Consultants

A LEGAL MEMOIR OF FIGHTING FOR MEXICAN AMERICAN EQUAL RIGHTS

California Legal Research

Start a Business, Globalize It, and Generate Enough Cash Flow to Get Out of the Rat Race!

Legal Forms for Everyone

United States Code

PARENTING NEVER ENDS. From the founders of the #1 site for parents of teens and young adults comes an essential guide for building strong relationships with your teens and preparing them to successfully launch into adulthood The high school and college years: an extended roller coaster of academics, friends, first loves, first break-ups, driver's ed, jobs, and everything in between. Kids are constantly changing and how we parent them must change, too. But how do we stay close as a family as our lives move apart? Enter the co-founders of Grown and Flown, Lisa Helfferan and Mary Dell Harrington. In the midst of guiding their own kids through this transition, they launched what has become the largest website and online community for parents of fifteen to twenty-five year olds. Now they've compiled new takeaways and fresh insights from all that they've learned into this handy, must-have guide. Grown and Flown is a one-stop resource for parenting teenagers, leading up to—and through—high school and those first years of independence. It covers everything from the monumental (how to let your kids go) to the mundane (how to shop for a dorm room). Organized by topic—such as academics, anxiety and mental health, college life—it features a combination of stories, advice from professionals, and practical sidebars. Consider this your parenting lifeline: an easy-to-use manual that offers support and perspective. Grown and Flown is required reading for anyone looking to raise an adult with whom you have an enduring, profound connection.

Author/entrepreneur Rohan Hall has helped Fortune 500 companies dominate markets globally. He now takes the gloves off and teaches small and mid-size businesses how to compete successfully with these multi-national organizations. Stop Working! teaches businesses and entrepreneurs about building an agile business and making money while they sleep; using globalization to their advantage instead of being a victim of it; creating infinite cash flow and getting out of the rat race; and putting the business in overdrive by using technology, strategic relationships, and the assets of global organization.

This is a true story. There are no fictional characters. The names in this book are real, as are the incidents, events, and legal rights violations by the County Government for the "County of Los Angeles". The Los Angeles County government has spent millions of tax dollars against the Author in pro per ever since he first filed his claims against the Los Angeles County government. If you are skeptical about this publication, then all one has to do is research the case numbers, appeal numbers, and exhibits docketed in the California Courts to find all of these lodged legal documents in the Government's databases, computers, and websites. If you are active in the legal industry, then you know Mr. Dumas did get denied fundamental legal rights and this proves how racist and corrupt the judicial and political system is in the "United States of America". Now these are the facts and matters of law regarding Dumas v. Los Angeles County Board of Supervisors et al. As Dumas' civil rights were violated and still are to this date of publishing, the Government has sabotaged, suppressed, and stalked Mr. Dumas (along with his family) ever since he filed his claim of damages with the Los Angeles County Board of Supervisors. Since the filing of Mr. Dumas' first Government Claim presented to the L.A. Board of Supervisors in 2015, pursuant to the Government Code, this lawful civil case resulted with an illegal criminal response by the Los Angeles County Government toward Mr. Dumas. The process and denial of Mr. Dumas' civil and constitutional rights against the LA County was designed for malicious failure by the Judge himself, democrat Gregory Keosian. As judges are just men and women in black robes, as elected politicians they have absolute power over the legal case presented before them. Mr. Keosian, a racist democratic judge, has made sure that Mr. Dumas' legal rights would be further suppressed. The California courts, Sheriff's Departments, and so called "democratic party" are institutionally racist against Mexican-American males, therefore proceed with caution. Sample lawsuits against the Police & Government for False Arrest, Imprisonment, and Civil Rights Violations. True Story. Real Case. (A Collection, Commentary, and Analysis of Pro Per Legal Documents under the case of Dumas v. Los Angeles County Board of Supervisors et al.)

Apply important legal concepts and skills you need to succeed Get educated, land a job, and start making money now! Want a new career as a paralegal but don't know where to start? Relax! Paralegal Career For Dummies is the practical, hands-on guide to all the basics -- from getting certified to landing a job and getting ahead. Inside, you'll find all the tools you need to succeed, including a CD packed with sample memos, forms, letters, and more! Discover how to * Secure your ideal paralegal position * Pick the right area of the law for you * Prepare documents for litigation * Conduct legal research * Manage a typical law office Sample resumes, letters, forms, legal documents, and links to online legal resources. Please see the CD-ROM appendix for details and complete system requirements.

Tips and Tricks for Working with Pleadings, Contracts, Mappings, and Other Complex Documents

Legal Research (Speedy Study Guide)

Debt Free

First Collection of Pro Per Legal Documents Denying Justice and Civil Rights by the California Courts

List of available publications of the United States Department of Agriculture

Business Contracts Kit For Dummies

This book is essential reading for entrepreneurs who are planning on starting a business to introduce their ideas and solutions to the world, or those who already have an early-stage startup with plans to grow their business even more. Law for Startups will equip you with the knowledge of all the key legal issues you need to be aware of as a startup founder, including: • Why you need a lawyer, and how to engage a good one • The right approach to legal matters • Which business vehicle is best for your business • Basics of company law, including the relevant changes to the Companies Act in 2017; • Understanding a typical term sheet and shareholders' agreement; • Fundamental employment law; and • Common legal issues faced by entrepreneurs. Getting the legal fundamentals right will allow you to focus your time and effort on what you do best: building and growing your business to its fullest potential.

This authoritative edition of the complete texts of the Federalist Papers, the Articles of Confederation, the U.S. Constitution, and the Amendments to the U.S. Constitution features supporting essays in which leading scholars provide historical context and analysis. An introduction by Ian Shapiro offers an overview of the publication of the Federalist Papers and their importance. In three additional essays, John Dunn explores the composition of the Federalist Papers and the conflicting agendas of its authors; Eileen Hunt Botting explains how early advocates of women's rights, most prominently Mercy Otis Warren, responded to the Federalist-Antifederalist debates; and Donald Horowitz discusses the Federalist Papers from the perspective of recent experiments with democracy and constitution-making around the world. These essays both illuminate the original texts and encourage active engagement with them.

Noted author Deborah Bouchoux's Concise Guide to Legal Research and Writing is a shorter legal research and writing text that provides a building-block approach to the fundamentals of legal research and writing. This clear, well-organized text is designed for the introductory legal research and writing course for paralegal students. Bouchoux covers Legal Research and Legal Writing in a concise and pragmatic manner, making it ideal for abbreviated legal research and writing courses and online courses. All-new research assignments in each chapter give students practice with both conventional print resources and online sources. Helpful charts, diagrams, and sample pages from research resources help students understand complex topics. In addition, Practice Tips in each chapter offer realistic and helpful suggestions for workplace success and Ethics notes are included throughout the book. Using Shepard's in Print Form, a Sample Legal Memorandum and a Sample Court Brief are included in the appendices. Key Features: New research assignments Chapter 3 (Statutory Law) includes a discussion of the new titles added to the United States Code Discussion of the new website Govinfo for free, official, and authenticated documents from all three branches of the government Discussion of new sources for conducting research, such as the Law Review Commons (Chapter 6), which provides free access to thousands of law review articles. Discussion of new tools such as Lexis for Microsoft Office and Thomson Reuters's Drafting Assistant Extensively revised discussion of computer-assisted legal research in Chapter 8 New information on practical concerns in citing to the Internet in Chapter 9 Revamped discussion of citation form (Chapter 10) The information relating to Shepardizing using print volumes of Shepard's has been moved from Chapter 11 to its own back-of-the-book Appendix Information on new research management tools such as Zotero, Juris, and Evernote An in-depth Instructor's Manual includes an overview of the text, sample syllabi, tips on teaching strategies, chapter-by-chapter resource information, answer keys for all assignments, and a Test Bank.

This book provides instructions - including many brand-new tutorials - for formatting pleadings, contracts, and other complex documents with Word 2016. The author, an experienced and highly regarded software trainer with an extensive legal word processing background, takes an in-depth look at Word's "logic," the key to successful formatting and troubleshooting. To help make Word more user-friendly, she explains how to change the default font and paragraph settings, customize the Ribbon and the Quick Access Toolbar, and use time-saving features like keyboard shortcuts, field codes, and Quick Parts. She demystifies everyday features such as line spacing, before and after spacing, headers and footers, page numbering, and automatic paragraph numbering. In addition, she focuses on legal-specific tasks: aligning text with pleading line numbers; creating, generating, and troubleshooting a Table of Contents and a Table of Authorities; using Track Changes; and comparing documents (redlining). Finally, she touches on the issues of metadata removal, document corruption, and file conversions. The book is filled with pragmatic tips, shortcuts, troubleshooting advice, and workarounds.

An Executive's Guide to Drafting Clear Legal Documents Before Bringing in the Lawyers

How Successful Law Firms Really Work

Grown and Flown

Paralegal Career For Dummies

Legal Self-Help Guide

"A handy resource for any parent trying to figure out how to balance a family budget." - Soledad O'Brien, anchor of Matter of Fact with Soledad O'Brien "An indispensable guide for parents who want to gain control of their finances." - Elizabeth Willard Thames, author of Meet the Frugalwoods Financial expert Catey Hill shows moms how to spend less and save big in this savvy guide where each step is designed to take 30 minutes max. Let's face it, kids are expensive--in 24 states, daycare actually costs more than in-state college tuition! And the older kids get, the more you will spend. Every mom could use more money. But who has hours to search for coupons just to save a few dollars? And sure, you know you should learn how to get the most of your 401k, but when will you possibly find the time? Luckily, financial expert Catey Hill has created smart, simple strategies to help you maximize your money in minimal time (yes, even your 401k). Drawing on extensive research and exclusive studies on the actual cost of raising a child at each age, she'll show you how to save in each area of your life, including practical tips on: Shopping second-hand vs. what to buy new and where Lowering your grocery bill (without coupons!) Building up a college fund Dealing with high interest credit card debt Saving on insurance Best of all, these tips are designed to be done in less than half an hour, and the few things that might take a little longer are broken down in 30-minute segments. Catey will even guide you through a one-time five-step process that will allow you to manage all your bills, keep an eye on the family budget, and build savings for that dream family vacation in just 30 minutes a week, so you can stress less and enjoy your life more!

The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

Written in plain English, the information in this comprehensive reference book will guide readers through the entire bankruptcy process in a simple step-by-step manner. Sample filled-in documents, worksheets, checklists, and straight-forward instructions allow readers to file for Chapter 7 bankruptcy and cancel their major debts. Revised to contain the latest changes to bankruptcy law.

BASIC LEGAL DRAFTING offers down-to-earth instruction on how to draft well-organized and clearly articulated legal documents. A culmination of twenty-five years of teaching in the highly regarded Legal Drafting Program at the University of Florida College of Law, the book is designed to be used as a resource for law students and practicing attorneys, as well as a textbook for drafting classes. The text is particularly strong in its discussions of how to organize a document, often the most difficult task facing a drafter and typically under-addressed in other drafting manuals. Equally useful are the very concrete recommendations on how to articulate the language of a document in order to achieve clarity and precision. The text helpfully distinguishes traditional drafting principles from common conventions and stylistic preferences. The litigation chapter addresses complaints, answers and motions. Useful examples range from a simple negligence complaint to a complex statutory-based multi-count complaint and appropriate responses. The contracts chapter includes an extensive discussion, with examples, on how to create for any contract a logical, coherent framework that underlines the drafter's (and presumably the client's) intentions. The chapter addresses in detail the articulation of particular provisions, including definitions, termination and exculpatory provisions. Its comprehensive discussion of how to recognize and avoid various types of ambiguity will prove useful beyond the contract drafting context. The legislation chapter identifies common legislative protocols and applies, within those protocols, many of the organization and articulation principles set out in the contracts chapter. While the text uses litigation documents, contracts and legislation as the bases for its discussions, Basic Legal Drafting offers practical, realistic advice and instructions that will be useful to the drafter of any type of legal document.

Legal Environment of Business

The Debt Relief Playbook

List of Available Publications of the United States Department of Agriculture

What You Need to Know When Starting a Business

West's Business Law

Service Level Agreements

The Department of Licensing has worked to keep the notary public application process as simple as possible. A prospective notary need only submit a complete application, proof of a \$10,000 surety bond, and appropriate fees to the Department of Licensing in order to begin the process. Once an applicant has completed all application requirements and proven that he or she is eligible, the Department will have a new certificate of commission mailed out promptly. New in 2018, notaries public can also apply for an electronic records notary public endorsement, which allows the notary to perform notarial acts on electronic documents as well as paper documents. The application process is similar to the application process for the commission, and can be done at the same time or separately.

While this best selling text focuses on public law issues such as ethics, government regulation, and administrative law, it also provides a good balance of private law topics like contracts and sales. Cases are excerpted and integrated throughout the text. To put the cases in context, the majority begin with either a Historical and Social Setting or a Company Profile. This text explicitly addresses the AACSB's broad array of curriculum requirements by focusing on the global, political, ethical, social, environmental, technological, and cultural diversity context of many of the cases presented. The global and ethical context of the law is also addressed throughout the text. Based on the best selling, West's Business Law, this text has kept all the features that users have expressed as strong points, including its thoroughness and flexibility for different teaching philosophies.

Read this book before you do your next tech deal. Here's why: Executives are often called upon to write letters of intent (LOIs), term sheets, and deal proposals before "bringing in the lawyers." These documents are almost more important than the actual contract, because they establish the framework of the deal. The wrong phrasing or an omitted point can result in a flawed deal, frustrating negotiations, a loss of leverage, and unnecessary legal expense. This short book (30 pp.) will help you avoid those pitfalls, by enumerating issues common to many LOIs, term sheets and proposals and suggesting what to do - and not to do - when drafting these plain-language legal documents. It's packed with dozens of specific, easy-to-understand tips. The result? You'll save money and have better legal documents more quickly. Author Jonathan Handel is an entertainment and technology attorney. He is a graduate of Harvard College and Harvard Law School.

The third edition of California Legal Research continues to fill a unique niche in the literature available for California state law research, explaining both the sources of California law and the process of conducting research using those sources. After introductory chapters devoted to the basic research process and research techniques, California Legal Research explores judicial opinions, the state constitution, statutes and legislative history, and administrative law. The book then turns to updating research with Shepard's and KeyCite, using secondary sources and practice guides, and planning a research strategy. A final chapter explains legal citation, with information on the California Style Manual, the ALWD Citation Manual, and the Bluebook. The book should be valuable to a wide range of audiences, from first-year students to seasoned veterans. Outlines of the research process and excerpts from key state sources make the book easy to use. The text includes brief discussions of legal analysis throughout, recognizing the interplay between research and analysis. California Legal Research supplements its detailed discussion of state research with brief discussions of federal research. Thus, it can be used as the sole text in a research course or in conjunction with texts focusing on topical or federal research.

A Legal and Practical Guide

From Contract to Closing

Art Office

Law for Startups

Income Tax Treatment of Cooperatives: Handling of losses

Washington State Notary Public Guide

For proven guidance and techniques for handling a commercial real estate deal, this practical guide will help you negotiate and close the deal. The authors cover each step of a real estate transaction in the order in which it generally arises, and offers pertinent advice, practice comments, and sample forms throughout. Because much of the real estate lawyer's practice revolves around transactional documents, the book's chapters emphasize the drafting, negotiation, and revision needed to get a deal closed. Written by a law professor and two real estate practitioners, this book offers a useful combination of text overview and practice pointers. It helps lawyers with less experience navigate through the maze of steps involved in a real estate transaction. At the same time, it serves as a valuable reference for more seasoned attorneys as well as those whose practice is concentrated in other areas of the law. Downloadable forms are available online.

"The purpose of this book is to help you manage and run a successful law practice."

"80+ business forms, charts, sample letters, legal documents & business plans. 7 Includes index.

The 30-Minute Money Plan for Moms

Will, Trust, and Power of Attorney Creator and Estate Records Organizer

The Federalist Papers

We: The People's Guide to Divorce

Document Drafting Handbook

Formatting Legal Documents with Microsoft Word 2016