

FOR IMMEDIATE RELEASE

CompuSavvy's California Pleading Templates Compensate for Lack of Pleading Wizard in Word 2007

The templates, one of which “suppresses” page numbering on the first page and one of which does not, use standard 12-point single spacing and 24-point double spacing. That means they require fewer tweaks than templates generated by the Pleading Wizard that comes with older versions of Word.

LOS ANGELES, December 31, 2009—CompuSavvy Computer Training & Consulting has designed two Word 2007 California pleading templates that the company is offering for sale for a modest fee. Both templates contain a footer that complies with the California Rules of Court; one of them “suppresses” (i.e., doesn't display) the page number on the first page, and the other does not.

“I decided to sell the templates for two reasons,” says Jan Berinstein, CompuSavvy's founder and the author of the acclaimed recent book, [Formatting Legal Documents With Microsoft Office Word 2007](#). “First, Word 2007—unlike several previous versions—doesn't come with a Pleading Wizard. That fact has created something of a hardship, especially for law firms and other organizations that have migrated to Word 2007 from WordPerfect.”

“Secondly,” Berinstein explains, “our templates are simpler to use than those generated by the Pleading Wizard in older versions of Word, since ours involve standard 12-point single spacing and 24-point double spacing. Because of the way the Pleading Wizard spaces the line numbers in the left margin, the resulting template uses non-standard line spacing, making it difficult to align text with the line numbers.”

Indeed, a common complaint of legal secretaries and other law-firm staff, and one raised frequently by Berinstein's training clients, has to do with the difficulty of matching up the text and the line numbers. Often the problem can be solved by changing the line spacing of double-spaced portions of the document to a fractional size such as 22.75 points (the exact figure is determined by the spacing of the line numbers), but even that fix isn't always enough.

“It becomes particularly complicated for firms that single-space indented quotes,” observes the seasoned trainer, who has worked as a legal word processor for 23 years and still does word processing in a law firm on a part-time basis. “And sometimes it's tricky getting the very first line of text to fall in exactly the right place. Our templates minimize those issues.”

The CompuSavvy templates, which are compatible with earlier versions of Word, use a fairly basic design. However, they are easy to modify. Berinstein will provide buyers with step-by-step instructions that explain how to perform minor customizations (such as adding a code for the file name and path) as well as how to install a template and create new documents based thereon. She'll change the jurisdiction upon request (the standard templates are designed for the

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Los Angeles County Superior Court), and she is willing to do more complex customization—for example, adding a firm’s logo in the margin—for an additional fee.

Berinstein notes that she would be happy to work with organizations outside California, too, to help them design their own pleading templates.

“We know how important it is for law firms, government agencies, and corporate legal departments to have a functional pleading template, one that complies with the court rules *and* that people can use with a minimum of fuss,” Berinstein says. “We think our templates fill a gap created by the absence of the Pleading Wizard in Word 2007. More fundamentally, they make it easier for legal staff to get their work done, which is the very reason CompuSavvy exists in the first place.”

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For Word and WordPerfect tips, visit CompuSavvy’s blog at
<http://compusavvy.wordpress.com>

NOTE: Ms. Berinstein’s book, Formatting Legal Documents With Microsoft Office Word 2007, can be found on Amazon at <http://tinyurl.com/W2007Legal> and on Lulu at <http://tinyurl.com/W2007Law>. (There is a description and a preview, including the full Table of Contents, on the Lulu page.)

Ms. Berinstein is currently working on a similar book for Word 2010, which she hopes to publish in the second quarter of the year.