



Forms Camp Topics

1. Form Design – On Demand
2. Plain Language – On Demand
3. Accessibility – On Demand
4. User Testing – On Demand
5. Form Review & Revision – On Demand
6. **Doc Assembly & Form Automation - Today**



FORMS •CAMP 2022•

Document Assembly & Form Automation

Quinten Steenhuis

Forms Camp Logistics



Campers are muted and off camera.



Webinar is being recorded and will be available at ncsc.org/webinars and on the Forms Camp page at ncsc.org/formscamp2022.



Use the Q&A box for questions.



Materials from will be posted on the Forms Camp page at ncsc.org/formscamp2022

Connect with NCSC



Follow @StateCourts

#NCSCWebinar

#FormsCamp2022

Lonni Summers

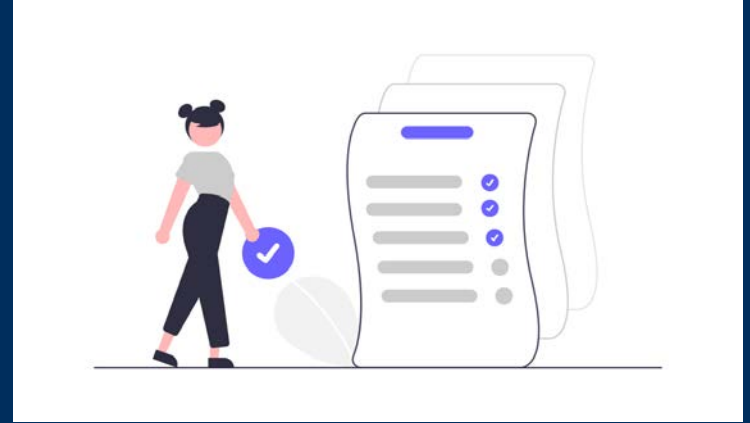
lsummers@ncsc.org

www.ncsc.org/formscamp2022



The Document Assembly Line

From Paper to
Webform, Made Easier



@suffolkLITlab



SUFFOLK UNIVERSITY
LAW SCHOOL

**Our vision: better court
forms and better court
processes**





Find and file court forms online during the emergency

This site offers a way for you to reach the court during the COVID-19 crisis. It provides court forms and self-help materials for areas of urgent legal need. Describe your issue here, and our issue spotter will look for helpful resources. You can also browse forms below by category.

What seems to be the problem?

0 words

Share your story here

Reply should be at least 5 words long. Longer replies get better results. Do **NOT** include identifying information like your name or address.

Use my reply to help people facing similar issues. [Learn how](#)

Find Help

Browse Court Forms by Category



Housing



Domestic Violence



Appeals



Family Law



Guardianship



Employment /
Unemployment



Consumer & Debt



Health and Mental
Health



Income and
Benefits



Immigration

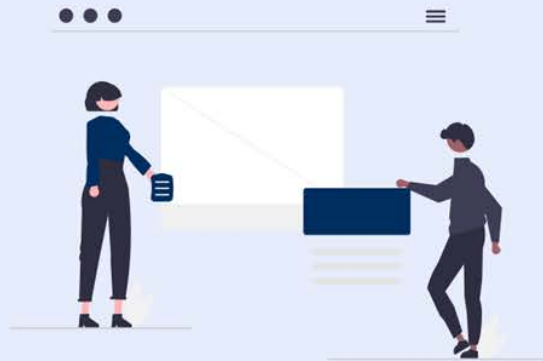


Safety of Others



Other

Go from **paper** court form to beautiful web app with ease

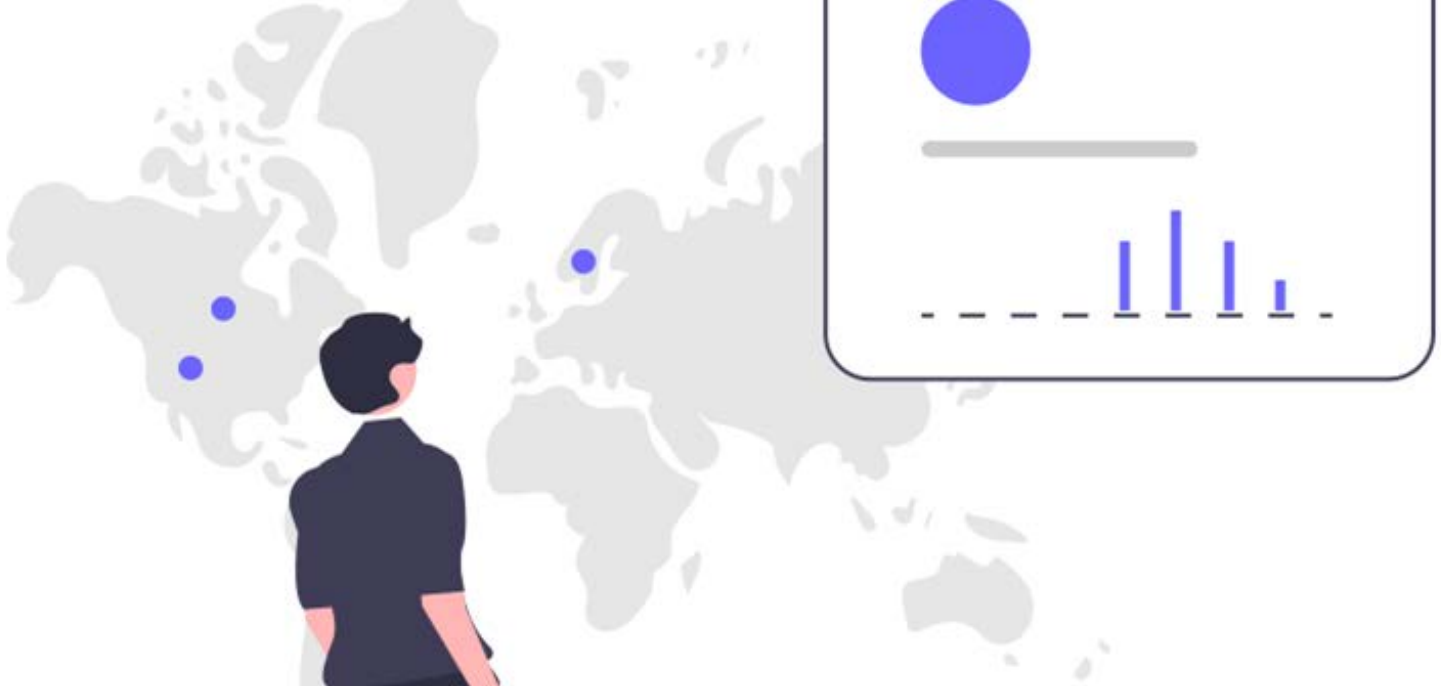


[Get Started](#)

[View our work](#)

🌟 Star 21

Just want to write better guided interviews? Check out our [style guide](#).



<https://suffolk-form-explorer.herokuapp.com/>

18,000 form dataset



Search or jump to...



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[main](#)

2 branches

2 tags

[Go to file](#)

[Add file](#)

[Code](#)



BryceStevenWiley Misc fixes ...

✓ 6003ed9 7 days ago 364 commits

.github	Added github issue templates and corrected codes service test (#101)	28 days ago
docs	Cleaned up more docs and Dep version bumps	22 days ago
src	Misc fixes	7 days ago
.classpath	Email Templates and Document Attachments	last month
.dockerignore	Added dockerignore, and a process to build and run DA from scratch	10 months ago
.git-blame-ignore-revs	Added ignore revs too	11 months ago
.gitignore	Fix not adding .pdf to files without it	2 months ago
.project	Small cleanups	8 months ago
Dockerfile	Switched to eclipse-temurin	13 days ago
LICENSE	Letsencrypt pt2 (#109)	22 days ago
README.md	Slight bugs in loading cert	22 days ago

About



A proxy server that acts as an Efilng Service Provider, connecting guided interviews to Efilng Managers on Tyler Technologies implementation of ECF 4.0

[suffolklitlab.org/docassemble-assemblyli...](#)

[java](#) [soap-client](#)

[Readme](#)

[MIT license](#)

1 star

2 watching

1 fork

Releases 1

[v.0.6.0](#) Latest
on May 26



What are interactive forms
good for, anyway?







Bài 14

HƯỚNG TÂM

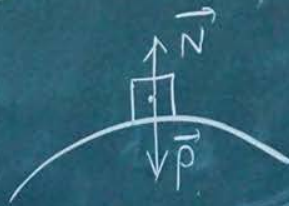
$$G \cdot \frac{m_1 m_2}{R^2} = F_{hd}$$

lực hút trên bán nguyệt

$$F_{msn} = F_{hd}$$

trên đoạn

$$\vec{v} = \vec{v}$$







You deserve a safe and decent home

Everyone has a right to a safe home—without any bad housing conditions. This website will help you find out if your home is safe according to the state sanitary code. It will help you get the repairs that you need.

[Get Started](#)



Making your forms better

Does readability apply to forms?



Publication 505
Ca. No. 10000

Introduction

Contents

SCHEDULE D
(Form 1040)

Capital Gains and Losses

2018

Department of the Treasury
Internal Revenue Service (IRS)

Form 1040-SS (2018)

Part I Short-Term Capital Gains and Losses—Generally Assets Held One Year or Less (see instructions)

See instructions for how to figure the amounts to enter on the lines below.
This form may be easier to complete if you round off cents to whole dollars.

	1A Proceeds (sales price)	1B Cost (or other basis)	1C Adjustments to gain or loss (Foreign Tax, Part I line 1, column 1)	1D Gain or loss (subtract column 1B from column 1A and combine the result with column 1C)
1a Totals for all short-term transactions reported on Form 1099-B for which basis was reported to the IRS and for which you have no adjustments (see instructions). However, if you choose to report all these transactions on Form 8949, leave this line blank and go to line 1b.				
1b Totals for all transactions reported on Form(s) 8949 with Box A checked.				
2 Totals for all transactions reported on Form(s) 8949 with Box C checked.				
3 Totals for all transactions reported on Form(s) 8949 with Box C checked.				
4 Short-term gain from Form 6252 and short-term gain or loss from Forms 4684, 8781, and 8824.				4
5 Net short-term gain or (loss) from partnerships, S corporations, estates, and trusts from Schedule(s) K-1.				5
6 Short-term capital loss carryover. Enter the amount, if any, from line 8 of your Capital Loss Carryover Worksheet in the instructions.				6
7 Net short-term capital gain or loss. Combine lines 1a through 6 in column 1D. If you have any long-term capital gains or losses, go to Part II below. Otherwise, go to Part III on the back.				7

Part II Long-Term Capital Gains and Losses—Generally Assets Held More Than One Year (see instructions)

See instructions for how to figure the amounts to enter on the lines below.
This form may be easier to complete if you round off cents to whole dollars.

	1A Proceeds (sales price)	1B Cost (or other basis)	1C Adjustments to gain or loss (Foreign Tax, Part I line 1, column 1)	1D Gain or loss (subtract column 1B from column 1A and combine the result with column 1C)
8a Totals for all long-term transactions reported on Form 1099-B for which basis was reported to the IRS and for which you have no adjustments (see instructions). However, if you choose to report all these transactions on Form 8949, leave this line blank and go to line 8b.				
8b Totals for all transactions reported on Form(s) 8949 with Box D checked.				
9 Totals for all transactions reported on Form(s) 8949 with Box E checked.				
10 Totals for all transactions reported on Form(s) 8949 with Box F checked.				
11 Gain from Form 4797, Part I, long-term gain from Forms 2439 and 6252; and long-term gain or (loss) from Forms 4684, 8781, and 8824.				11
12 Net long-term gain or (loss) from partnerships, S corporations, estates, and trusts from Schedule(s) K-1.				12
13 Capital gain distributions. See the instructions.				13
14 Long-term capital loss carryover. Enter the amount, if any, from line 13 of your Capital Loss Carryover Worksheet in the instructions.				14

Mar 04, 2019



Readability scores measure...

- Word length (syllable count)
- Sentence length
- Term frequency / popularity in English language
- Accuracy depends on a large chunk of text (100 words or more)

To keep other people from seeing what you entered on your form please press the Clear This Form button at the end of the form when finished.

JV-125

CHILD'S NAME:	CASE NUMBER:

CAUSED ANOTHER CHILD'S DEATH THROUGH ABUSE OR NEGLECT § 300(f)

The child's parent or guardian caused the death of another child through abuse or neglect.

(State supporting facts concisely and number them f-1, f-2, f-3, etc.):

Grade level: 5.5

Page of

Form Approved for Optional Use Judicial Council of California JV-125 (Rev. January 1, 2007)

CAUSED ANOTHER CHILD'S DEATH THROUGH ABUSE OR NEGLECT § 300(f)

Welfare & Institutions Code, § 300; Cal. Rules of Court, rule 5.504 www.courtinfo.ca.gov

For your protection and privacy, please press the Clear This Form button after you have printed the form.

Save This Form

Print This Form

Clear This Form

JIS Code: ATT

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	APPEARANCE	CASE NO. and JUDGE

Court address Court telephone no.

Plaintiff(s)/Petitioner(s)	Defendant(s)/Respondent(s)

v

In the matter of

TO: Clerk of the court/Register, all attorneys of record, and unrepresented parties: Specify names and addresses.

Grade level: 11.5

I appear on behalf of as

attorney guardian ad litem and request copies of all papers filed in this case.

Appointed Retained by

I certify that I represent no other interest whatsoever of any party to this cause, except as follows:

Date Signature

Name (type or print) Bar no. Address

Firm name City, state, zip Telephone no.

Approved, SCAO Form MC 02, Rev. 12/21 MCR 2.117, MCR 3.915(C), MCR 3.916(B) Page 1 of 1

Distribute form to: Court Additional copies to all attorneys of record and unrepresented parties

APPLICATION TO EXCUSE MANDATORY DIVORCE MEDIATION

Applies to new contested divorce cases only. Do not use for paternity cases or divorce modifications.

Please complete this application to excuse mandatory divorce mediation to determine if your divorce mediation session can be excused for good cause by the Administrative Office of the Courts Divorce Mediation Program. The applicant must sign the form even if prepared by a third party.

Please Complete Information for Both Parties as listed on Petition			
Case #:	Judge/Commissioner:	City Where Petition was filed:	Date Petition was Answered:
PETITIONER		RESPONDENT	
Full Name: _____		Full Name: _____	
Street Address: _____		Street Address: _____	
City, State, Zip: _____		City, State, Zip: _____	
Date of Birth: _____		Date of Birth: _____	
E-mail Address: _____		E-mail Address: _____	
Phone Number(s): _____		Phone Number(s): _____	
Attorney's Name: _____		Attorney's Name: _____	
Attorney's Address: _____		Attorney's Address: _____	
Attorney's City, State, Zip: _____		Attorney's City, State, Zip: _____	
Attorney's Phone: _____		Attorney's Phone: _____	
Attorney's E-mail: _____		Attorney's E-mail: _____	

Please circle		
YES	NO	Is there a current Protective, Restraining or No Contact Order issued between the parties? If yes, list case #: _____
YES	NO	Is there a history or allegation of domestic violence?
YES	NO	Can you safely be contacted at the phone number or address listed above? If not, how can you be contacted? _____
YES	NO	Is there a history of mental Incapacitation regarding either party? If yes, who? _____ What type? _____ Is it currently being treated? _____

Please explain your reason for requesting to be excused from mandatory divorce mediation on the lines below.

STATEMENT OF VERIFICATION	
I verify under the penalties of perjury that the information provided on this application is true and correct	
Applicant's Signature _____	Date _____
RETURN TO: Bart MacKay, Program Coordinator 206 W. Tabernacle, Suite 160 St. George, UT 84770	Tel: (435) 986-5754 Email: divorceinfo@utcourts.gov

Grade level: 235



What makes forms different?

- Litigants answer questions on forms
- Answers can be in different forms
- Text all tends to be short labels, not narrative
- Requested information can be easy or hard to provide, and neutral or very sensitive



Kinds of answers on forms

Fill in the blank	Name, address, phone number
Gathered	Case number, credit card number
Third-party	Ex-spouse's income
Created	Do you want a jury trial? Why do you need protection from abuse?

How can I get started automating forms?



What do you need to know?

- Who will create, maintain, and host the interactive forms?
- What forms will you automate?
- How can you make your forms good?
- What tools can you use?



Court -hosted forms

- Court is a trusted source
- Data remains private
- Appropriate funding role

But:

- “Neutrality” can make “good” forms hard
- Many stakeholders slow projects down



Nonprofit hosted forms

- Free to build “good” interactive forms

But:

- May be stuck with a “bad” source form
- Need to gain user trust
- User acquisition (SEO) can be hard
- Funding can be projectbased and not sustainable



Prioritizing forms to automate

- Use our form explorer and ranking work
- Measure impact of automation
 - Volume
 - Difficulty
 - Data quality of paper process



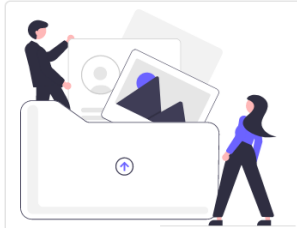
Making “good” interactive forms

- Focus on processes, not forms
- Adopt a style guide
- Share and reuse effective questions

Get started with the Weaver

[▶ How does it work?](#)

Use the Weaver to rapidly build a draft automation for your court or other legal form.



Upload a form to automate

Upload an existing form and answer simple questions to build a draft automation.

[Upload and start building](#)



Build from scratch

Follow our guided process to build a custom automation *without* an existing form.

[Start building](#)



Start with a form from the library

Start your project with our library of 18,000 official state court forms.

[Find my form](#)



Load a previous project

Already started a project? Open it and keep working on it here.

[Continue automating](#)



**YO DAWG I HEARD YOU LIKE
DOCUMENT AUTOMATION**

**SO I DOCUMENT AUTOMATED
YOUR DOCUMENT AUTOMATION**

Are you feeling lucky?

You can go straight to a runnable prototype of "Account" for Massachusetts, or you can customize this prototype.

[Customize](#)[I'm feeling lucky](#)



Our work

courtformsonline.org

suffolklitlab.org/form-explorer

suffolklitlab.org/doc-assembly-line

Further reading

Forms that Work

Jarrett and Gaffney (2009)

How to write good questions

LIT Lab, <https://bit.ly/3R1Calq>