

# 28-Line Pleading Paper

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Compliments of Pagrovia Technology, home of Appkickers®

## This template has the following characteristics:

- ~ This template creates a sheet of 28-lined pleading paper, suitable for use in California.
- ~ It contains *no* macros, however it does have AutoText / QuickParts so you may insert a signature block, a caption table, and footer text boxes for the title.
- ~ The line height in all styles has been set to exactly 12 points or exactly 24 points so all text will align with the numbers down the left side.
- ~ The default font size is 12 point. Adjust point size in the Normal style, according to your court and local rules. The font size will flow to the other styles.
- ~ Alignment is set to left align in most paragraph styles. Set alignment in the Normal style to "Justify" to quickly apply full justification to most styles.
- ~ Widow/Orphan suppression has been turned off to make it easier for you to fill all lines. We recommend turning it on only in specific paragraph styles where needed, not in the Normal style.
- ~ Compatibility options have been set in this template to help you align text with the numbers on the left. We recommend that you not change them.

## Installation:

- ~ Unzip this file and save it to your templates folder. In Word 2000-2007 this is usually C:\Documents and Settings\\Application Data\Microsoft\Templates.

### If you can't find your Templates folder:

- ~ In Word 2003 and before: look in Tools > Options > File Locations and look for User Templates.
- ~ In Word 2007: click the Office Button > Word Options > Advanced, then scroll to the bottom of the dialog and click the File Locations button and look for User Templates.

## Directions for use:

- ~ In Word 2003 and before: Click File > New and choose 28 Line Pleading from the General tab.
- ~ In Word 2007: Click the Office Button > New to display the New File dialog. On the upper left, click on My Templates... and choose 28 Line Pleading from the General tab.
- ~ If you installed to a different folder, look there instead.
- ~ Review the Styles available in the template – they have been specifically set up for use in a pleading document. For the most part, the style names indicate what they are used for. Feel free to modify any styles to suit your needs.

## Legal Stuff:

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831.224.2800

618 Lighthouse Av #300  
Pacific Grove, CA 93950

[www.appkickers.com](http://www.appkickers.com)

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