

Guide: How to Use Online Forms

Dissolution and Parenting Plan Forms



1. Gather all the information you need to complete the online forms

- There is much information that you will need to complete the online forms. It's easier to gather the information before you go online. To find out about the information you'll need, see "Frequently Asked Questions about Dissolution and Parenting Plan Forms."
- There is information that you need to give to the court, but you should not put into your forms. To find out more, see "Sensitive Data Information". This includes a document called a "Sensitive Data Sheet" that you can use.

2. Think about safety

If you are using a public computer, you need to be careful with your personal information. Make sure you close all documents when you are done, exit all programs, and restart or shut down the computer when you are finished.

Also, if someone is trying to keep track of what you do, it could be dangerous for you to use a personal computer to create forms. There are many ways that someone can tell what web site you visited or forms you created. If you are concerned that someone may try to find out what you were doing online, please contact the US National Domestic Violence Hotline at 1-800-799-7233 and TTY 1-800-787-3224.

3. Login

1. Open Internet Explorer
 - Internet Explorer browser is required for these forms.
2. Go to www.montanalawhelp.org
 - Click on the **Self-Help** icon.
 - Click on the "Families and Kids Forms and Instructions" link.
 - Scroll down the page and click on the "Online Dissolution and Parenting Plans" link.
 - A new window will open in your screen. If need be, maximize the window so that it covers your entire screen. It should say "Automated Documents Online" in the upper left corner of the new window.
 - Check to make sure you have found the right form. You can do that by looking under the text that says "You have chosen the following form: Montana Dissolution and Parenting Plan Forms."
3. First time users can register for a new account.
 - This allows you to save your work.



- You will need an email account before you can register. You can sign up for a free email account at yahoo.com, gmail.com or another free online provider.
4. If you do **not** want to register for an account, you can go directly to the form. NOTICE: you **cannot** save any of your work in the online system if you go directly to the form. You can save the final form to your computer. But, if you do not register and you make a mistake and want to change it in the online system later, you will have to re-enter all of your information.

3. Answer the questions

- Carefully read the questions and provide full answers.
- You cannot complete the form if you do not accept the terms and conditions.
- A new window will open in your screen. If need be, maximize the window so that it covers your entire screen. This will help you to click on only the buttons you want.
- Scroll to the bottom of each page to be sure that you have answered all questions. If you miss a question, your final documents might be incomplete.
- Remember: you are creating legal documents. Capitalize the first letter of proper names, places, occupations, etc... Be as accurate as possible.

4. Save Your Answers or Create Your Documents

1. Save Your Answers:
 - Remember, you can only save your answers if you create a user account
 - Remember to save your answers every 10 minutes.
 - The **Save** button is in the upper right-hand corner of the interview.
2. Create Your Documents:
 - You can view your documents at any point during the interview.
 - Click on the **Finish** button located in the bottom right-hand corner of the interview.
 - Then, click on the **Get Document** button.
 - Finally, click the **Open** button. You must open the document in **Microsoft Word**.
3. Review the documents.
 - Look for misspelled names, incomplete sections and blank lines.
 - Blank lines in your final documents could mean that you did not answer all of the questions in the interview.
 - You can return to your interview to by clicking on the **Go Back to Interview** button or returning to the login page. But remember, you can only return to the interview later if you have created a user account and saved your answers.
4. Final Documents:
 - The online program allows you to:
 - save your documents onto a disk,
 - save your documents onto a computer, or
 - print your documents.

→ **Do not** save your documents onto a public computer.