


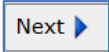

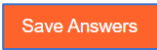

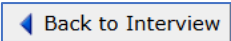
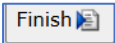






Law Help Interactive Program






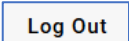
Instructions for Creating Filling Out Forms

Generating Forms

1. Go to the Link provided by our Family Law Facilitator
2. In "Create Account or Log In" section click 
3. In "Sign Up" section
 - a. Choose "Self-Helper" from *Select an Account Type* dropdown arrow
 - b. Enter: *State, First Name, Last Name, Email Address*
 - c. Create *Username & Password*. When setting password, *Password rules* link will show requirements. **Make sure to write down your username and password!**
4. Review and agree to LHI's *Privacy Notice* and *Terms of Use*. Click on
5. Click on 
6. Click on 
7. Carefully read and respond to every question you can in the program. Progress to the next page by clicking 
8. Periodically save you work while you go, at least every 30 minutes
 - a. Click the save icon (upper right corner) 
 - b. At the next page *Name Your Answers* and click  
 - c. Pop-up will let you know your *Answers Saved Successfully*, Click on  This will take you back to where you were in the interview questions.
9. Program will tell you that you have answered all the questions and to click on  (lower right corner)
10. The program may tell you that you have a certain number of unanswered questions
 - a. Click on  if you are finished and can answer no more. The program will process your answers — there will be a delay while it is doing this.
 - b. Click on  to keep answering questions.
11. If you have not done so yet, SAVE your work by following steps in 8 above.

Output Options

12. **Share your forms** with the Family law Facilitator
 - a. Click on 
 - b. Click on 

- c. Select “*Share Answers*” icon to the right of your file 
 - d. Enter “**monoflf**” in the box that says “*Share with*”
 - e. Click on 
 - f. Notify the Family Law Facilitator that you have shared your answers and are ready for review.
13. **Download your forms** (may be saved to your computer or printed)
- a. Click on 
 - b. Open the downloaded forms and Save to your computer or Print
14. **Email your forms** to the Family law Facilitator or others
- a. Click on 
 - b. Enter valid email address (for Family Law Facilitator: **flf@mono.courts.ca.gov**)
 - c. Enter Subject (i.e., “*John Doe Divorce Forms*”)
 - d. Upload additional documents if any
 - e. Click on 
15. **Sign off**, click  (upper right corner)