

LASERFORM

ADD BESPOKE CLAUSES TO THE LASERFORM CLAUSE BANK AND USE THE CLAUSES IN FORMS Demonstrated using a clause suggested by HM Court Service for probate oaths, where there is a discrepancy regarding the deceased's name.

Laserform's clause bank feature allows the user to add your own clause into the Laserform database which can then be used when preparing forms. In this document, we show you how to add your own standard clauses into the clause bank, and then we demonstrate how to then use the clause back to add your clause to a form. Laserform includes the standard forms of restriction prescribed by schedule 4 of the Land Registration Rules 2003 (as amended) already stored in the clause bank, for use with Land Registry and other Conveyancing forms.

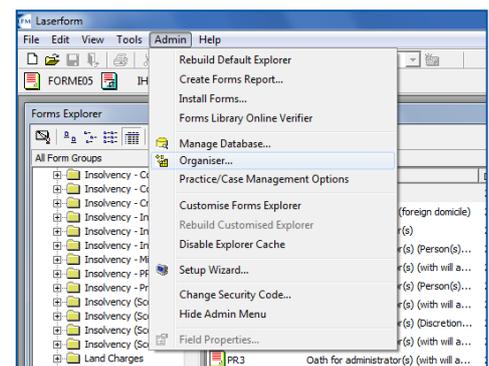
Users can add other clauses to the clause bank and then assign those clauses to the appropriate forms. This is particularly useful for example where there is a practice standard preferred wording for a particular circumstance or form.

A clause does not have to be assigned to specific forms: if it is not assigned to specific forms, it will be available to use in any form.

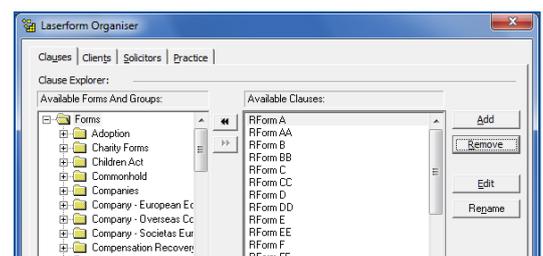
TO ADD A CLAUSE TO THE CLAUSE BANK

(Demonstrated using a clause suggested by HM Court Service for probate oaths where there is a discrepancy regarding the name of the deceased.)

1. Open Laserform, select 'Admin' from the toolbar, and from the list under Admin, select 'Organiser'



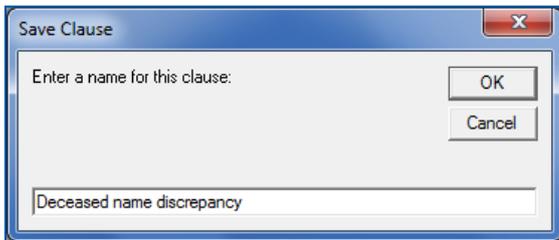
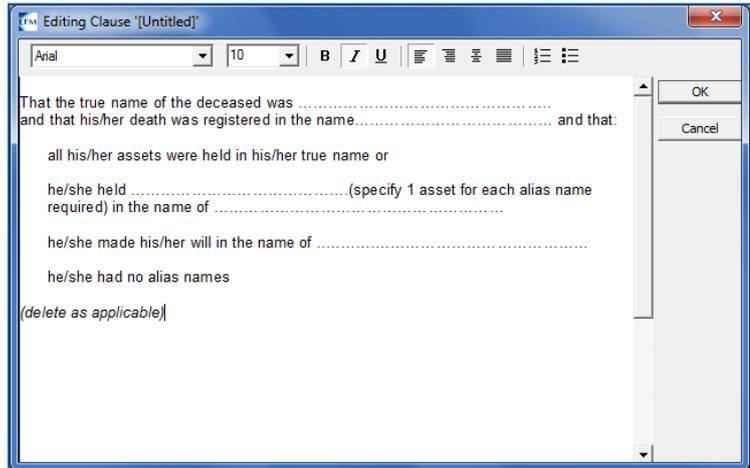
2. The 'Laserform Organiser' dialogue box opens and the 'Clauses' tab is active, select 'Add'



3. A further box opens with space to type (or paste) in the clause to be added.

Here we add an HM Court Service suggested clause for a probate oath where there is a discrepancy in the name of the deceased.

Select the font style and size that will be used on the form. The clause can still be edited when added to a form, so it may be appropriate to add notes to help the users, here we use italics and dotted lines. Click 'OK' when the clause is finished.

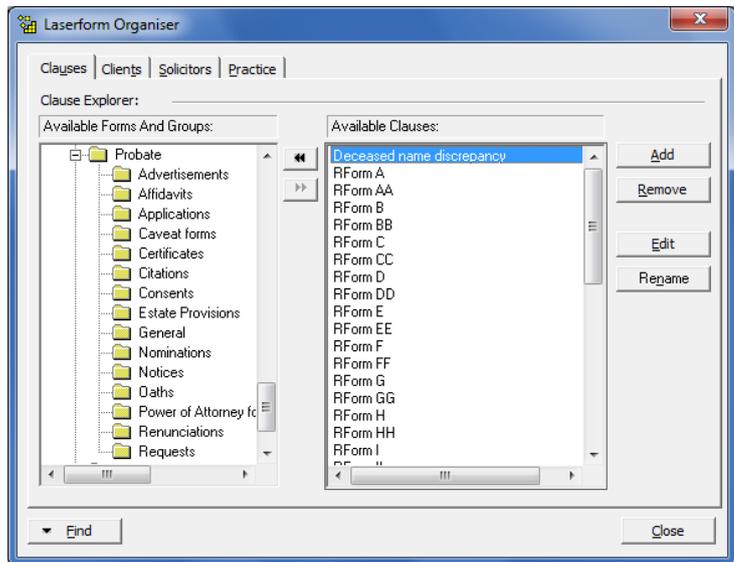


4. Laserform then asks for a name for the clause. Add a short name which will make the clause easy to find, and click OK.

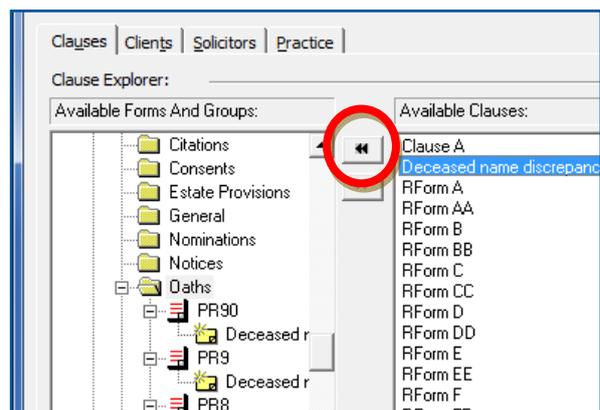
5. The new clause appears in the list of available clauses. It can be assigned to a specific form or group of forms.

Highlight the new clause, by clicking on it once, and use the list on the left of the dialogue box to find the form or group the clause should be assigned to.

Click once on the form or group folder.



6. Assign the clause by clicking on the left double arrow shown here circled in red. To correct a mistake or to unassign the clause, use the right double arrow underneath. Then close the dialogue box.



TO USE A CLAUSE FROM THE CLAUSE BANK IN A FORM

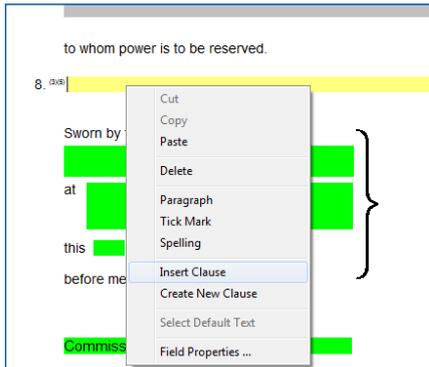
1. Open a form which has a clause assigned to it or which is within a group of forms to which a clause has been assigned. Complete the form as usual up to the point where the clause is required. Continuing with the example above, we are using PR1 Oath for executor(s). We have completed the details of the deceased, but we also want to note that she held assets in another name.

IN THE HIGH COURT OF JUSTICE
FAMILY DIVISION
BIRMINGHAM DISTRICT PROBATE REGISTRY

IN THE ESTATE OF Sarah Jane Smith DECEASED

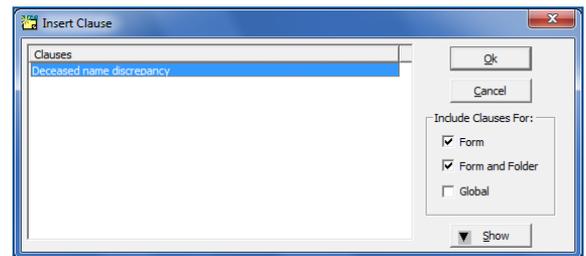
George Smith
 1 High Street, Anytown

make oath and say that:



2. With the cursor in the field where the clause is required, right click and select 'Insert Clause'.

3. A dialogue box pops up with a list of the clauses assigned to this form; double click to select the clause.



8. (s)

That the true name of the deceased was
 and that his/her death was registered in the name
 and that: (delete/complete as applicable)

all his/her assets were held in his/her true name or
 he/she held (specify 1 asset for each alias name
 required) in the name of
 he/she made his/her will in the name of
 he/she had no alias names

4. This adds the clause to the selected field. Note that if a clause is added to a field where there is not enough space, a pop-up message informs the user that there is not enough space in the selected field. Where the field is expandable, it will expand sufficiently for the clause to be added.

5. Finally, edit the clause as required for the particular situation.

8. (s)

That the true name of the deceased was Sarah Jane Smith and that her death was registered in the name Sarah Jane Smith and that she held Greenacre Farm in the name of Sarah Jane Jones, being her maiden name.]