

# TurboLaw<sup>®</sup> Newsletter

March 6, 2006

Volume 1, Issue 1

## What's New...

Welcome to our inaugural TurboLaw<sup>®</sup> Newsletter. This quarterly publication will help keep our TurboLaw users abreast of changes in legal forms as well as current and prospective additions to our program. Other recurring features will be a how-to column by Jeffrey Shultz called "DocumenTips" and a technology column by Keith Survell called "TechTips".

In the past quarter, our most notable addition to TurboLaw has been an entire, new module – Criminal Law. This extensive collection includes nearly 500 documents covering agreements, affidavits, correspondence, court forms, CPCS forms, juvenile forms, and motions (continuance, discovery, dismissal, in limine, pre-empanelment, pre-trial, trial, post-trial, and suppression). Also of interest, released this past quarter is the Commonwealth's latest revision of the Child Support Guidelines Worksheet.

Coming up in the next quarter will be significant enhancements to Real Estate Law, incorporating an additional step in the wizard to enter recurring financial data in real estate transactions. Also, General Litigation will include collection documents and we will be introducing another module later this year, Corporate Law.

Please visit our booth this month at the MBA Annual Conference in Boston, and thank you as always for being a TurboLaw customer.

– Team TurboLaw

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**From Left to Right:**

**Back Row:** Jeffrey Shultz, Thomas Whitestone, Keith Survell

**Front Row:** Lauren Plant, Danielle Mulryan,  
Kaitlyn Holland, Shauna Perkins

## DocTips ...

### A Little History before the Nuts & Bolts

Greetings! I am a co-founder of Promethean Software Corporation (and our predecessor product, Legal-Ease™ Divorce and Family Law Software), a 1972 graduate of Hofstra University and a 1975 graduate of Boston University School of Law. I am also the resident, er, well, "Document Developmentarian." But enough about me ...

April will represent the fourth anniversary of TurboLaw, which succeeded Legal-Ease as a

much more advanced program of document automation. In those four years, with the help of our very loyal customers, our program's document library and advanced features have grown to help us better serve you all. So please do continue sending us your suggestions. Indeed, our single most valuable resource in earning new customers has been the support and referrals from you, our existing customers.



In the coming quarters I will be offering tips on editing TurboLaw documents and even creating your own automated custom templates. I welcome your questions and comments as to what you would like to see in future columns.

Finally, I strongly recommend that any new and even long time TurboLaw users seriously consider enrolling in one of our training courses offered throughout the Commonwealth. (There is more about our training elsewhere in this issue.) There is a whole lot more to TurboLaw than you may know and the tips and knowledge that you will take back with you will save you much valuable time and greatly enhance the return on your TurboLaw investment. As your classroom instructor, I personally guarantee it!

– Jeffrey Shultz

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**FOR THE ISSUES OF LIFE IN LAW**

**TurboLaw® now offers Training Classes in:**

**Boston - Fitchburg - Lawrence - Pittsfield -**

**Plymouth - Providence - Springfield - Worcester**

- Morning or afternoon sessions
- Maximum of ten people per class
- Each class is three hours
- Onsite training is available with a minimum of three attendees

*Hurry! Dates are filling up fast!*

**Tuition: \$149.00 per person**

## *Did you know ...*

- Most TurboLaw® Court forms use Word® tables and require special (but easy!) editing?
- “Error! Reference source not found” can be easily avoided or corrected?
- You can easily make permanent custom templates from those in the TurboLaw library?

## TechTips ...

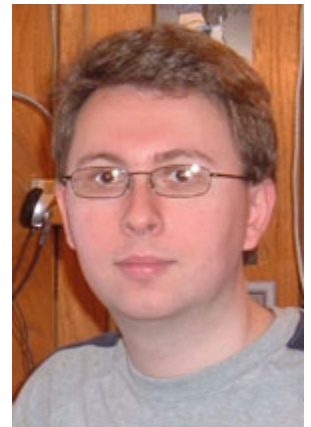
### **The Dream of the Paperless Office or How to Use TurboLaw® to create PDF files**

The concept of the “paperless office” – like the flying car before it – has long been around. And just as steps towards developing flying cars have been made (try to imagine traffic jams in *three* dimensions!), so also have practical steps toward realizing the “paperless office.” Some of these advances have come thanks to the PDF file format.

PDF stands for “portable document format” and is a publicly available standard for creating files that reproduce paper documents. This standard, coupled with free “viewer” programs available on the Internet, allows just about any computer safely to view PDF files. PDF files are a quick and easy way to make electronic copies of documents that can be shared (via email or other means) with nearly anyone. Combined with TurboLaw’s picture-perfect forms, PDF files can be a lawyer’s – and paralegal’s – very good friend.

Forms can be quickly created on the computer and saved in PDF format for storage or transmittal to other parties, or filed on-line as with federal courts, never once requiring printing on paper.

The most commonly used software for creating PDF files is Adobe Acrobat Professional, which must be purchased, but there are free alternatives. To empower our customers, we offer our “Free CD” with several free programs, including “PDF Creator,” that complement TurboLaw.



To create a PDF file from an open TurboLaw document, click on the printer button on the TurboLaw toolbar. Change your printer selection to “PDF Creator” and click “Print.” *Poof!* A PDF file is created to be saved on your computer; it can be archived, emailed or filed on-line with some courts and agencies. TurboLaw documents converted to PDF files are easily emailed to opposing counsel and clients for review, even if the recipient does not have TurboLaw installed on his own computer.

Once you start working with PDF files, you may find fewer and fewer reasons to print things on paper – save for signing documents – and that’s getting pretty close to the “paperless office.” Now, about that flying car ...

– Keith Survell

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## Win a \$50.00 Gift Certificate to Petco!

If you think that you have the cutest pet, then you should enter our Cutest Pet Contest!

It can be a dog, cat, hamster, bird...anything!

The winner will receive a \$50.00 gift certificate to Petco and will be featured in our next newsletter.

If you are interested, please e-mail your name, your pets name, and a picture to:

[Churchill@turbolaw.com](mailto:Churchill@turbolaw.com).

Churchill and his assistant, Truman, will be the honorary judges for the contest. If you'd like to know more about them, you can go to our About Us section on our website and read all about them!



From Left to Right:  
Churchill, Danielle, Truman