



OWL'S TRIAL NOTEBOOK ©

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GENERAL

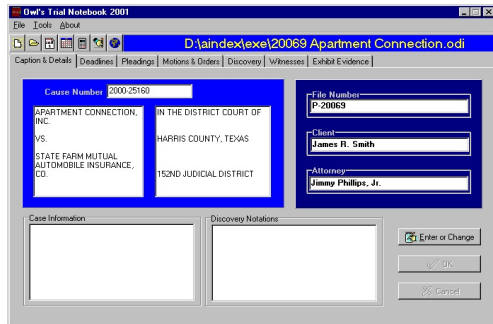
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INSTALLATION INSTRUCTIONS

To install Owl's Trial Notebook, follow these easy steps:

1. Place the CD in the appropriate drive;
2. If the installation program does not start, open **My Computer**, and then double click on the CDROM drive. If that fails to start the install program, open the CDROM drive and click on **Launch.exe**
3. After installation is complete, the program will place a program icon in the folder, Owl's Programs on the Start Menu and on the desktop.

Only the main menu can be accessed until you have selected a file by creating a new file or opening an existing file. To begin click on **File**, then **New**. Indicate the name of the new notebook file and click on save. Other choices under **File** are:



Main Screen

- ★ **New**—Creates a new file;
- ★ **Open**—Opens an existing file;
- ★ **Copy**—Copies an existing file;
- ★ **Delete**—Deletes an existing file;
- ★ **Exit**—Exits the program;

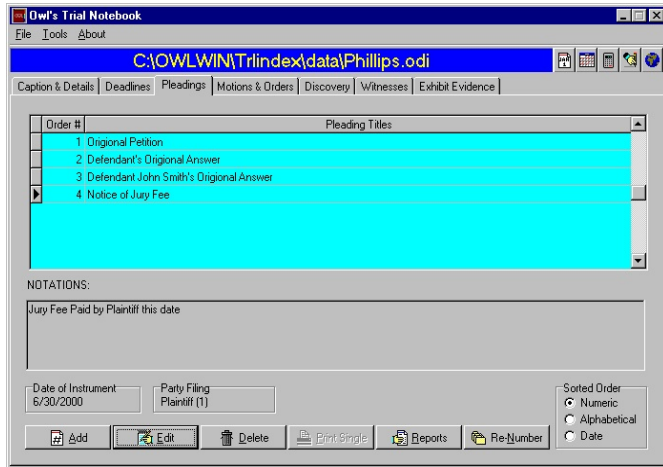
After opening a file, the data shown on the main screen can be changed by clicking on the button which says “**Enter or Change**”. At that time, the other buttons will activate and you will be able to enter information. After you enter the information, choose “OK” to save the information or click “Cancel” to cancel your changes.

Across the top are eight tabs. As you click on each of these tabs, a section of the notebook will be displayed. Deadlines will display a list of deadlines commonly associated with the discovery and trial of a case. Choose “Print” to print out the deadlines listed and “Edit” to change or modify the deadlines. By default, the new deadlines are all the current date that the file was opened.



Deadline Edit Screen

On the edit screen, you will see little calendars next to some of the edit controls. Clicking on these will allow you to compute the dates of the corresponding deadlines. Clicking on the small down arrow will allow you to select the date from a calendar which is displayed. After completing all of the dates and any comments you have, click “Post” to save the changes.



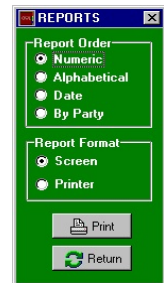
Pleading - Motion & Orders - Discovery Tabs

The next three tabs will display a list of the instruments in the file by the categories, “Pleadings” “Motions and Orders”, and “Discovery”. Each of the sections are similar in form.

At the top is a list of the Pleadings. The order of this list can be changed by clicking one of the radio controls to show the list by Numeric, Alphabetical or Date Order. As each item in the list is selected, the description of that item is displayed in the box below the list, along with the date and the party filing the instrument.

The first three buttons will allow you to “Add”, “Edit” or “Delete” items in the first list. The Button “Reports” will allow you to print the reports.

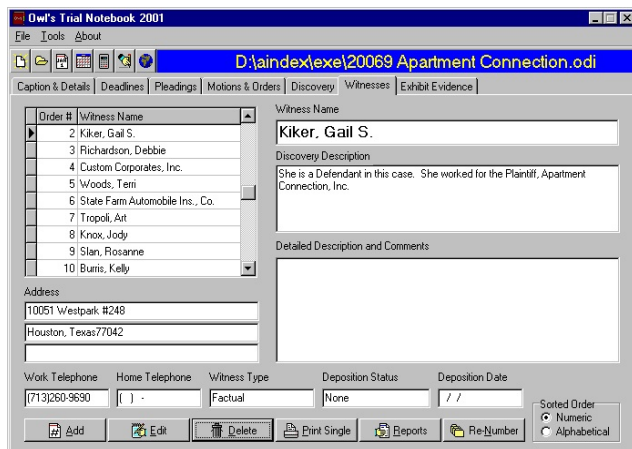
You can print reports by Numeric, Alphabetical, Date, or by the party filing the instruments in the list. The report can be displayed on the screen before printing, or can be directly printed. Click on the “Return” button to exit the report screen.



Reports

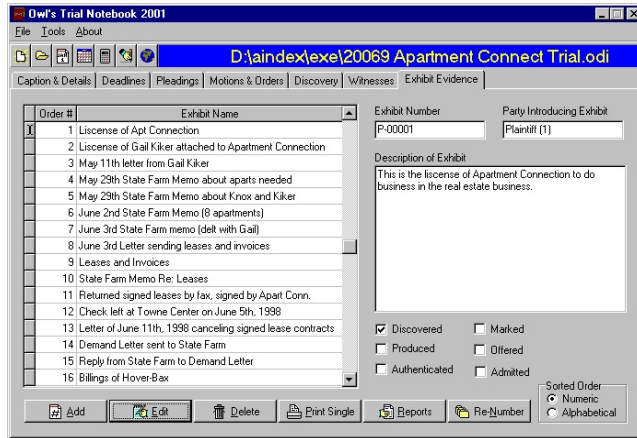
The “Re-Number” button will allow you to set the numeric order of the instruments in the list. You can choose to do this automatically, in which event, the numeric order will be determined by the date assigned to the filing of the instrument.

You can set the order manually by clicking the button labeled, “Manual” in which event, the controls in the yellow section will activate. Hi-light the number you want to change. Enter that number in the edit control next to the label, “New Number”. Click the button, “Change to New Number. The number of the item will change. Repeat the process to change the other numbers. Click on the button labeled “Cancel and Return” to stop the manual numeric changes.



Witness Entry Tab

The “Witness” tab will display witness information. The row of buttons on the bottom contains one button which will allow you to print out the item displayed on a single sheet of paper. On the report section is a radio button, “Deposition”. This report will print out the list without the Detailed description and comments. It can be attached to discovery requests without advising the other parties of the detailed notes you make on the individual items.



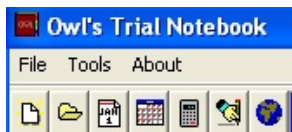
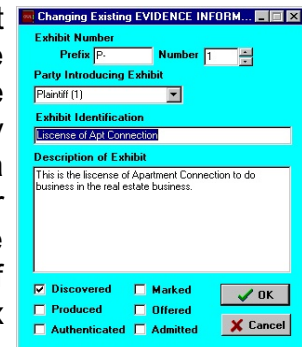
Trial Evidence Tab

The Evidence Tab displays a screen which organizes the evidence you expect will be introduced at trial, and also allows you to designate the party who will introduce the evidence. There are check boxes for you to check off each stage of the evidence development, from discovery to its final admission at trial.

One important note should be made concerning the Evidence Entry screen. Use a different prefix for each party in the suit. The prefix is appended to the number by the program when you complete the entry screen. Also for ease of entry, the next consecutive number is displayed with the last prefix you used when adding the next evidence item.

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At the top of the Program Screen are five "speed buttons" These buttons will allow you to: (1) Create a new file; (2) Open an existing file; (3) Compute a date; (4) View a calendar; (5) Access Window's calculator; (6) access Window's notepad; and (7) Display the information about owl.

Thank you for purchasing our program. Call us or visit us at our Internet site at <http://www.OwlSoftwareInc.com> if you have any problems or suggestions about future editions of the program.

