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Research Guide

Creating Pleadings in WordPerfect

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WordPerfect contains a program which creates and formats a pleadings document.

Note: The Library no longer provides WordPerfect software on its public computers.

To create a pleading, go through the following steps:

- Create pleading paper:**
- Go to “Tools,”
 - Select “Macro,”
 - Select “Play”
 - Select “pleading”
 - Click “Play”

Add line numbers: When the “Pleading Paper Dialog” macro plays, check “Display line numbers,” then:

- Start number: 1
- Stop number: 28
- Vertical lines on left: 2
- Vertical lines on right: 1
- Click: "O.K.”

Adjust margins: Adjust the bottom margin so that the required footer will fit on the bottom by going to:

- “Format,” then
- Select “Margins,”
- Click the “Page Setup” tab, then set the Bottom Margin to .25
- Click “O.K.”

Create a Footer (at the bottom of the page):

- Go to “Insert,” then
- Select “Header/Footer,” then
- Select “Footer A” and click “Create.”

Adding page numbers, a line below the page numbers, and the title of the document to the Footer:

- Click within the footer (“Header/Footer” toolbar will display).
- Click on the small “number” (#) icon on the toolbar.
- Choose “Page Number,” to insert a page number.
- Hit the “Enter” button.
- Click on the “horizontal line” icon at the top right of the toolbar to insert the bar.
- Hit “Enter” again; then
- Add the Title of the document in all capitals, such as “ORDER TERMINATING PROBATION.”
- Click on the “justification” icon in the middle of the toolbar (it looks like a little set of lines);
- Choose “Center.”

Changing line spacing: Place your cursor on the line you wish to modify, then go to:

- “Format,”
- “Line”
- “Spacing.” For your name, address, phone number and party information at the top of the page, set the line spacing to “1.00 (single-spaced).” For the “text” of the document, set it to “2.00” (double-spaced), as required by the court.

Change justification: “Justification” is making things line up, either to the left, center or right of the page, or evenly spaced across the page (“Full Justification”). To change the justification:

- Place your cursor on the line you wish to modify;
- Click on the “justification” icon in the middle of the toolbar at the top of the page (it looks like a little set of lines),
- Choose “Left,” “Right,” “Center” or “Full” justification.

Typeface and size: Make sure that your pleading is typed in either the Courier, Times New Roman or Ariel typeface, and that the print is at least 12 point font. You can adjust these settings at the left side of the top toolbar.

NOTE: Please refer to California Rules of Court sections 2.100-2.119 to ensure that your pleadings comply with the court’s requirements.