

How to Use the HotDocs Foreign Service Programs

The HotDocs Foreign Service programs are completed with the help of an interpreter, translator or bilingual professional who can translate narrative text on the petition document and input dates into a Spanish format. The HotDocs interview will prompt the user for translations and dates and once complete, will produce a full set of forms in Spanish, which can be served in a Spanish-speaking country.

These instructions describe how to use the **Divorce Petition Foreign Service** program, but the same process applies to **Parentage Petition Foreign Service**.

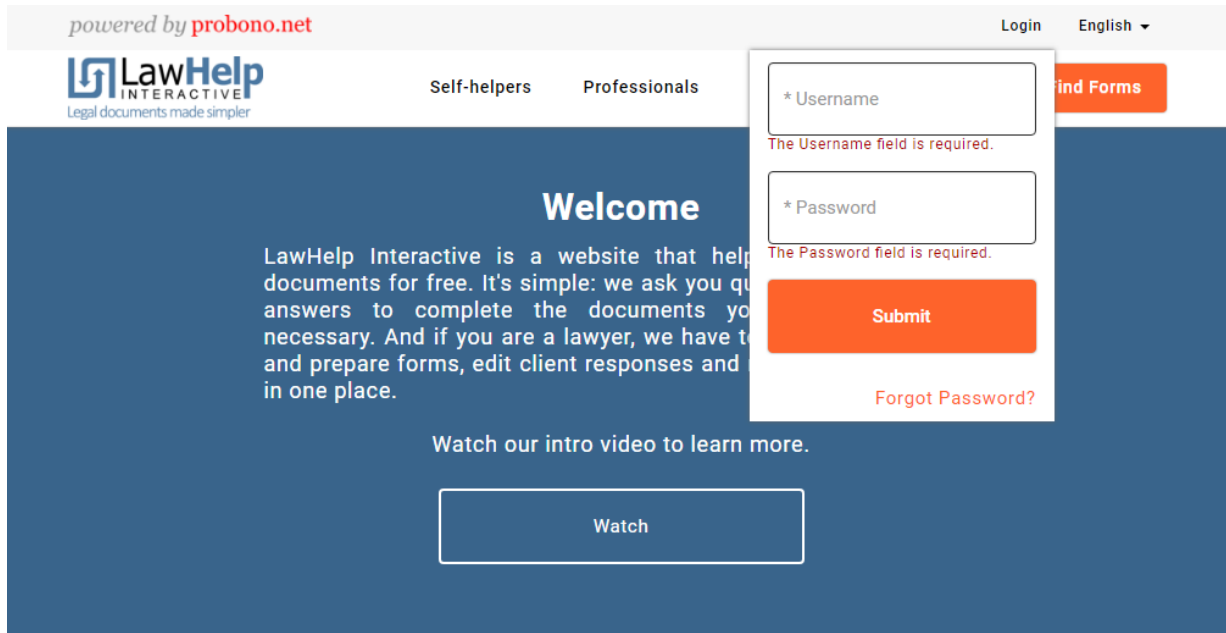
There are two scenarios addressed in these instructions.

Scenario 1: You *do not* have a saved answer file from the Dissolution Petition and Disclosures program. **(Start on page 5-2)**

Scenario 2: You have a saved answer file from the Dissolution Petition and Disclosures program. **(Start on page 5-6)**

Scenario 1: You do not have a saved answer file from the Dissolution Petition and Disclosures program.

1. Go to the Equal Access site and select “Dissolution Foreign Service” link. Once you are redirected to the LHI site, enter your username and password and click “Submit.”



2. You will see the “Let's get started” screen. From there, select “Start Interview”.

The screenshot shows the LawHelp Interactive website interface. At the top, it is powered by probono.net. The user is logged in as dianabglick, with options for Log Out and English. The main navigation includes My Answers, Account Information, and Find Forms. The central 'Welcome' message explains the service and provides a link to watch an intro video. Below this, the 'Let's get started!' section offers a 'Start Interview' button. The 'What Next?' section provides instructions on using saved or shared answers.

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dianabglick Log Out English

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My Answers Account Information **Find Forms**

Welcome

LawHelp Interactive is a website that helps you fill out legal documents for free. It's simple: we ask you questions and use your answers to complete the documents you need, no lawyer necessary. And if you are a lawyer, we have tools for you too. Find and prepare forms, edit client responses and manage case files, all in one place. Watch our intro video to learn more.

Let's get started!
You are about to begin:

California Divorce Petition Foreign Service

Updated: March 1, 2017

State California

If you are inactive for 2 hours, your session will end and you will need to start the interview again.
If you have an account and you are logged in when this happens, please make sure to log out to close your account if you decide to leave LHI.

Start Interview

What Next?

Use your saved answers or start fresh to complete the interview.

Saved Answers Shared Answers

Start with saved answers or choose shared answers. Click on the file name of the answers you want to use.

3. On the first screen, answer “No” to the question, “Is this interview being completed for purposes of service of documents?” Enter the data from the petitioner’s dissolution papers. Select Finish when you are done with the data entry.

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California Divorce Petition Foreign Service Help

Interview Outline

- What Username Are You Using?
- Questions About You
- Questions About Your Children
- Do You Have Children?
- Information About Your Children
- Have You or Your Spouse Moved?
- Your Age and Education
- Information About Your Income
- Do You Get Pay From Your Job?
- Employment Information
- More Questions About Your Income
- Deductions From Your Income
- What Other Types of Income Do You Have?
- Do You Have Any Other Income?
- Do Other People Live With You?
- One Time Money
- Explain Big Changes
- Do You Pay For The Mortgage?
- Your Housing Expenses
- Your Housing Expenses
- Car and Other Transportation
- Your Day-to-Day Expenses
- Insurance Premiums
- Other Household Expenses
- Credit Cards, Car Loans
- How Much of Your Household Expenses Do You Pay?
- Do You Pay Spousal Support?
- Your Tax Information
- Do You Have Anything to Report?
- Property and Debt
- Congratulations!

What Username Are You Using?

What **Username** are you using?

Is this interview being completed for purposes of foreign service of documents?

Yes
 No

Click the **NEXT** button to continue.

First Previous Next Finish

4. You will see the "Done!" screen. Select "Save Your Answers" using a file name that you can identify later (litigant's name is often used). You don't need to print any documents at this point.

The screenshot shows the 'Done!' screen on the LawHelp Interactive website. At the top, it says 'powered by **probono.net**' and includes a user profile for 'dianabglick' with 'Log Out' and 'English' options. The LawHelp Interactive logo is on the left, and navigation links for 'My Answers', 'Account Information', and 'Find Forms' are on the right. The main content area features a 'Done!' message, the title 'California Divorce Petition Foreign Service', and a 'Next Steps' section with the prompt 'What would you like to do now? Use the buttons below to take the next step.' Below this are four colored buttons: 'Download Your Form' (green), 'Edit Your Answers' (blue), 'Save Your Answers' (orange), and 'Email Your Form' (green). To the right is a blue 'Quick Tips' box with advice on marking forms as favorites and downloading them. Below the tips is a 'Take our survey' button. At the bottom right, there are 'Was This Form Helpful?' and 'Support' buttons. The footer contains links for 'Terms Of Use', 'Privacy', 'Help', 'About', and 'Contact', along with copyright information for Pro Bono Net and logos for partners: HOTdocs, OSLSA, and LSC.

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LawHelp INTERACTIVE Legal documents made simpler My Answers Account Information Find Forms

Done! You have answered all the questions for:

California Divorce Petition Foreign Service

Next Steps

What would you like to do now? Use the buttons below to take the next step.

Download Your Form Edit Your Answers Save Your Answers Email Your Form

Quick Tips

If you plan to use this form again, mark it as a favorite for easy retrieval.

Download a form without having to re-take the interview by simply clicking the 'Download' icon next to the form you want on the 'My Answers' page

Take our survey

Was This Form Helpful? Support

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5. Select "Edit Your Answers."

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You have successfully saved answers.
You can perform the other actions or use the navigation to move about the site.

[Download Your Form](#) [Edit Your Answers](#) [Email Your Form](#)

Quick Tips
If you plan to use this form again, mark it as a favorite for easy retrieval.
Download a form without having to re-take the interview by simply clicking the 'Download' icon next to the form you want on the 'My Answers' page

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- This time, select “Yes” to “Is this interview being completed for the purposes of service of documents?”

The screenshot shows the LawHelp Interactive interface for the California Divorce Petition Foreign Service. The main heading is "What Username Are You Using?". Below this, there is a text input field for the username. The next question is "Is this interview being completed for purposes of foreign service of documents?", with radio button options for "Yes" and "No". The "Yes" option is selected. Below the question, it says "Click the NEXT button to continue." The interface includes a navigation pane on the left with a tree view of questions, a top navigation bar with "First", "Previous", "Next", and "Last" buttons, and a "Help" button in the top right corner. The logo "powered by probono.net" is visible in the top right.

You can now continue with Scenario 2 from Step 4 on Page 5-11.

Scenario 2 – You have a saved answer file from the Dissolution Petition and Disclosures program.

1. Go to the Equal Access site and select “Dissolution Foreign Service” link. Once you are redirected to the LHI site, enter your username and password under "Login" and click “Submit.”

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Welcome

LawHelp Interactive is a website that helps you create legal documents for free. It's simple: we ask you questions and you provide answers to complete the documents you need. And if you are a lawyer, we have tools to help you review and prepare forms, edit client responses and more, all in one place.

Watch our intro video to learn more.

Watch

* Username
The Username field is required.

* Password
The Password field is required.

Submit

Forgot Password?

Find Forms

- You will see the “Let's get started!” screen. From there, select the petitioner’s saved answer file.

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Let's get started!
You are about to begin:

California Divorce Petition Foreign Service

Updated: March 1, 2017

State California

If you are inactive for 2 hours, your session will end and you will need to start the interview again.
If you have an account and you are logged in when this happens, please make sure to log out to close your account if you decide to leave LHI.

[Start Interview](#)

What Next?

Use your saved answers or start fresh to complete the interview.

Saved Answers Shared Answers

Start with saved answers or choose shared answers. Click on the file name of the answers you want to use.

[Export to Excel](#) [Save filter](#) | [My filter](#) | [Default](#)

Drag a column header and drop it here to group by that column

File Name	Description	Created On	Updated
Smith, R. Dissolution		01/17/2018	01/17/2018
Divorce Filing 1	First set of documents for divorce	01/12/2018	01/17/2018
Consumer Debt Collection		01/12/2018	01/12/2018

[Previous](#) [1](#) [Next](#) 10 3 items

3. On the first screen, select "Yes" to the question, "Is this interview being completed for purposes of service of documents?"

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California Divorce Petition Foreign Service

Interview Outline x

What Username Are You Using?

What **Username** are you using?

Is this interview being completed for purposes of foreign service of documents?

Yes
 No

Click the NEXT button to continue.

First Previous Next Last Finish

- The Interview Outline will update to show the Translation screens. The saved English data will be displayed in shaded fields (cannot be updated) next to fields for you to enter the Spanish translation.

The screenshot shows the LawHelp Interactive interface for the California Divorce Petition Foreign Service. The main window is titled "What Username Are You Using?". It contains a text input field for the username, a radio button question "Is this interview being completed for purposes of foreign service of documents?" with "Yes" selected, and a "NEXT" button. The left sidebar shows an "Interview Outline" with various steps, and the bottom navigation bar includes "First", "Previous", "Next", "Last", and "Finish" buttons.

When you have completed all of the data entry, select Finish.

5. Select "Save Your Answers" and then "Download Your Form" to generate the Spanish Judicial Council forms with translated text.

The screenshot shows the LawHelp Interactive website interface. At the top, it is powered by Probono.net and includes a user profile for 'dianabglick' with 'Log Out' and 'English' options. The main navigation bar contains 'My Answers', 'Account Information', and a 'Find Forms' button. The central content area displays a confirmation message: 'Done! You have answered all the questions for: California Divorce Petition Foreign Service'. Below this, a 'Next Steps' section asks 'What would you like to do now? Use the buttons below to take the next step.' and provides four action buttons: 'Download Your Form' (green), 'Edit Your Answers' (blue), 'Save Your Answers' (orange), and 'Email Your Form' (green). To the right, a blue 'Quick Tips' box offers advice on saving forms for easy retrieval and downloading without re-taking the interview. Below the tips is a 'Take our survey' button. At the bottom right, there are buttons for 'Was This Form Helpful?' and 'Support'. The footer contains links for 'Terms Of Use', 'Privacy', 'Help', 'About', and 'Contact', along with copyright information for Pro Bono Net and logos for partner organizations: HOTdocs, OSLSA, and LSC.