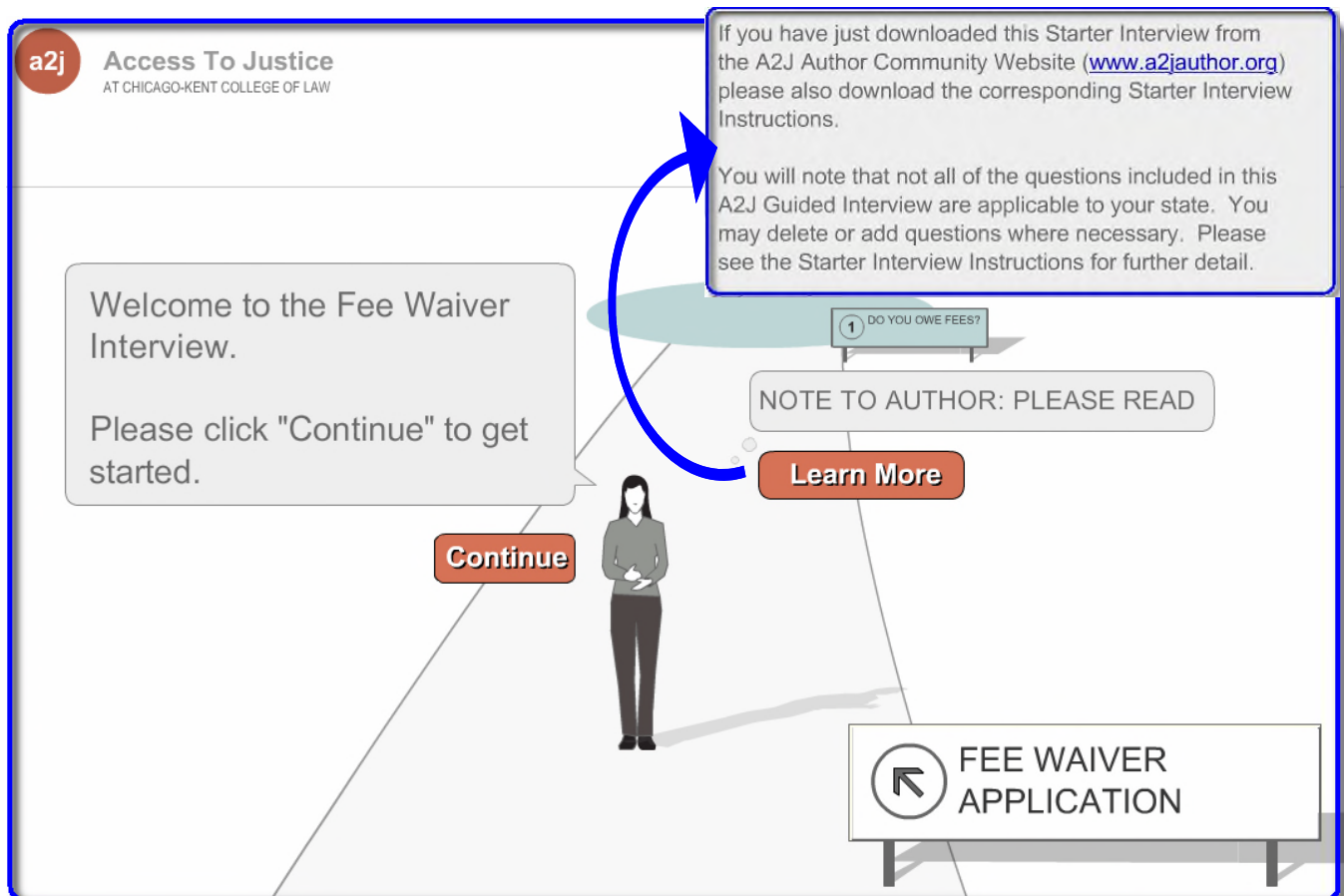


## STARTER INTERVIEW INSTRUCTIONS—Fee Waiver

i

Welcome to the A2J Author Fee Waiver Starter Interview Instructions. If you have downloaded the Starter Interview, you will notice that the Learn More feature has been used to guide you to this document (see below). Listed below are a few helpful hints you should note before beginning work on your A2J Guided Interview.

1. The Starter Interview is intended to give authors a head start. The Starter Interview is not acceptable for use “as is”! While an attempt has been made to include questions that address data elements used in various states, you, as the author, will need to make adjustments according to the requirements for a Fee Waiver in your jurisdiction. *(continued on page ii)*



**FOR MORE INFORMATION REGARDING ANY COMPONENT OF THE A2J AUTHOR STARTER KIT PLEASE CALL OR WRITE TO:**



Center for Access to Justice and Technology  
Chicago-Kent College of Law  
565 West Adams Street  
Chicago, IL 60661

Phone: 312-906-5328  
Fax: 312-906-5165  
E-mail: [a2j-author@kentlaw.edu](mailto:a2j-author@kentlaw.edu)

2. An attempt has also been made to include helpful Learn More features at various points throughout the interview which answer questions that may be raised in the minds of an end user. While the answers provide a good template for Learn More features that you wish to include, they should be checked against your own jurisdiction's forms and regulations. Hopefully you will find that most of what you need for your A2J Guided Interview is provided in the Starter Interview.
3. Questions have been provided in the Starter Interview according to the following sets of data elements or categories: a) Step 1: Do You Owe Fees; b) Step 2: Do You Qualify (question asks whether they are acting in "good faith"); c) Step 3: Public Assistance; d) Step 4: Income From Employment; e) Step 5: Other Income; f) Step 6: Financial Dependents; g) Step 7: Other Expenses & Assets; h) Step 8: Your Information (collects names, address, spouses name, etc.); i) Step 9: Case Information; and, j) Step 10: Ability to Pay.
4. Again, some of these sets of questions may not be relevant to your state, or, even if relevant, are optional. It is up to you to determine what questions should ultimately be included according to your state's laws.
5. In addition, you should note that Step 5 which collects information regarding "other income" is limited to collecting four (4) types of other income, which are each defined by the end user of the interview. Also, the questions in Step 5 are designed as individual questions, but they could be rewritten as a repeat dialog in the event the form you are working with allows for multiple entries or an attachment. You can find a training module for repeat dialogs in the downloadable Starter-Kit available on [www.a2jauthor.org](http://www.a2jauthor.org). To use the training module, open A2J Author, select "Open an existing interview," and browse the Starter-Kit for the "Repeating Dialogs" training module.
6. You may want to know whether you should begin your work in A2J Author™ or HotDocs® first. Whether you start with one or the other is of no consequence, except that you must be sure that the variable names in your A2J Guided Interview™ correspond with the variable names used in your HotDocs® template. For example, if in the A2J Guided Interview™ you use "Client first name TE" to collect the first name of the Agent, you must also use that variable name in your HotDocs® template wherever the Agent's first name is needed. Likewise, the variable type must correspond (e.g., a "Text" type variable must be identified as a "Text" type in HotDocs® and A2J Author™).
7. If you start with HotDocs®, you can import your variable names into your A2J Guided Interview™. For further assistance, see the tutorial *Importing HotDocs Variables*, which is located at the following address: <http://www.a2jauthor.org/drupal/?q=node/216>. This tutorial will also provide some helpful hints if you decide to work in reverse, starting with A2J Author and then moving to your HotDocs® template.