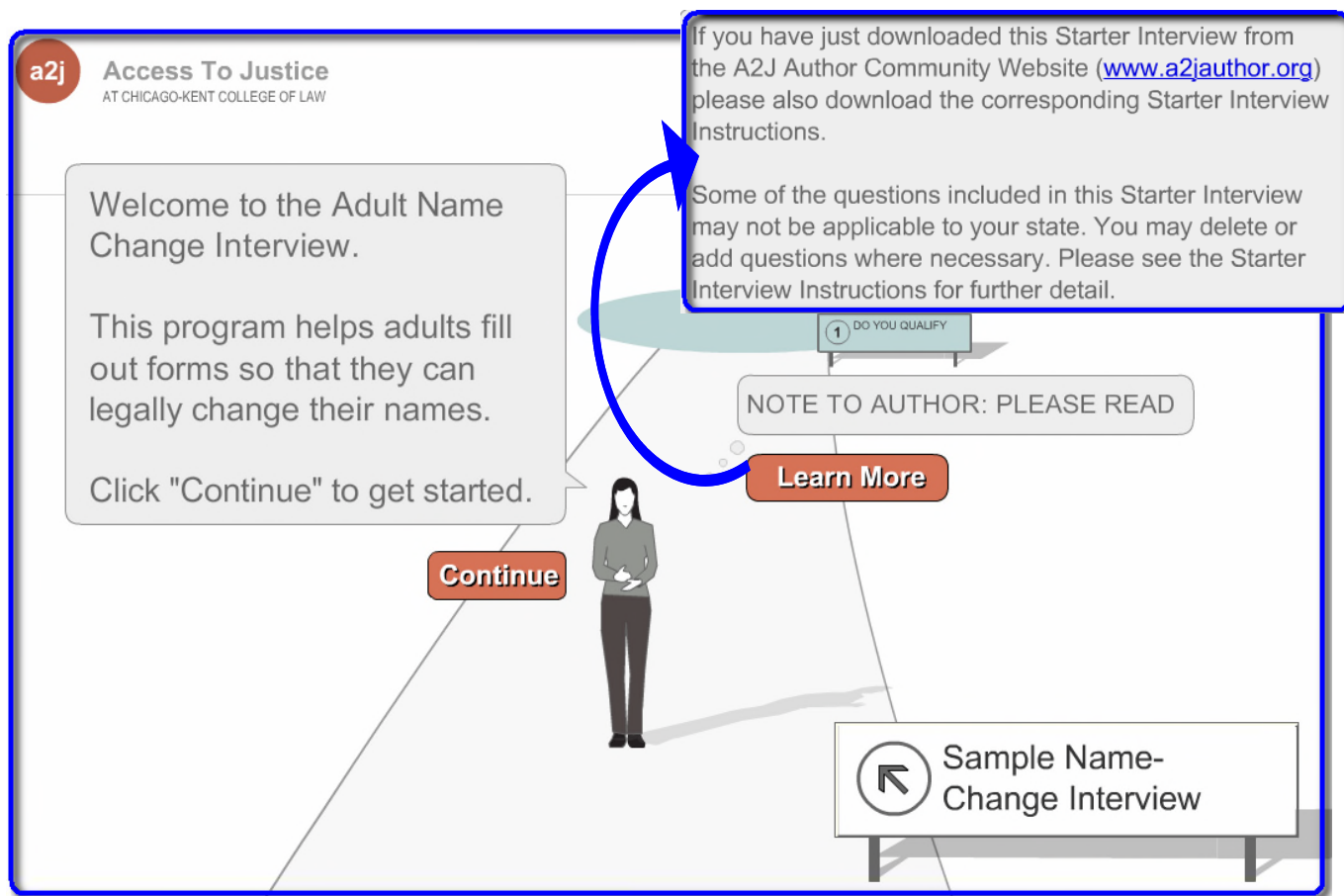


## STARTER INTERVIEW INSTRUCTIONS—Name Change

i

Welcome to the A2J Author™ Name Change 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 Name Change 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: a) Do You Qualify? (includes questions relating to age of the user, and residence); b) Your New Name; c) Your Information (includes questions collecting address, phone number, identification information, and other pertinent information such as whether the user has been committed of a crime, has a bankruptcy pending, etc.); d) Public Notice & Filing; and, e) Attorney Information.
4. Again, some of these sets of questions may not be relevant to your state, or, even if relevant, are optional. For instance, we have included a question set which can be included to collect information regarding whether the person has been convicted of a felony. There is also an additional question which may be used to collect the date the person plans to file the form. If those questions are not needed, they can simply be deleted. It is up to you to determine what questions should ultimately be included in the interview.
5. 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 user, you must also use that variable name in your HotDocs® template wherever the User’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™).
6. 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.