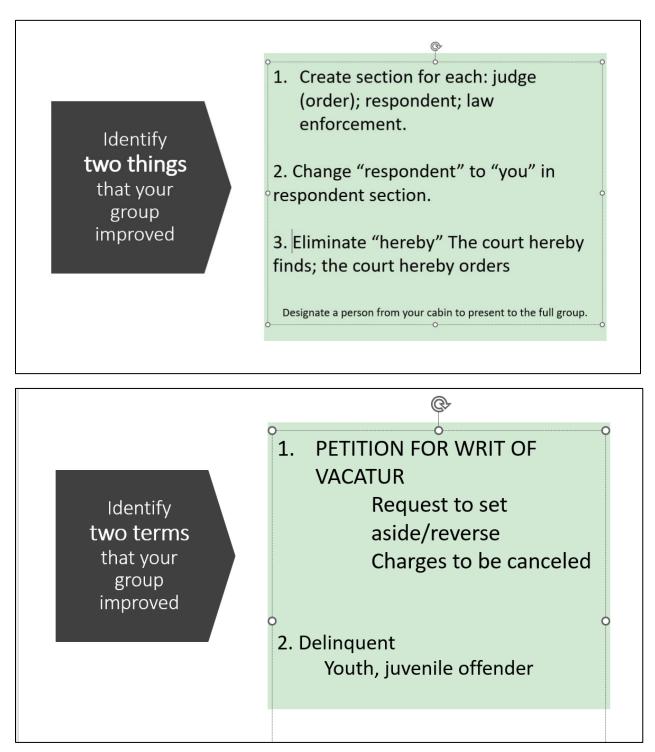


Notes and Materials from Forms Camp Working Session on Plain Language July 20, 2022



Identify **two terms** that your group improved

- Make the most important takeaways <u>prominent</u>, and use visual cues to draw attention to them.
 - Use bullet points (added benefit of breaking up large blocks of text/more white space)

2. Section headings to guide the reader.

 Make section headings stand out to guide the reader

Identify two terms that your group improved – Group 5 1. Indigency (add short phrase or definition of term – person experiencing financial instability), subpoena – Request for a witness (court order for information)

(https://www.mass.gov/doc/affidavit-ofindigency/download)

2. Form design – How to capture the story of SRL while capturing their issues correctly (<u>https://thinkhumanrights.ca/the-complaint-process/human-rights-application-form/</u>)

Form 1: https://www.mass.gov/doc/affidavit-of-indigency/download

Form 2: https://thinkhumanrights.ca/the-complaint-process/human-rights-application-form/

From Theresa Chiong: also for the examples, instead of listing examples, have an example link and a box pops up with examples, so there's not so much text on one page (second bullet point)

Identify **two terms** that your group improved 1. "Come now the Parties, pro se, and respectfully submit..." changed to "We ask the Court to grant our divorce without a hearing."

2. Title: Affidavit and Agreed Order to Submit for Decree of Dissolution – changed to Agreement to Divorce without Hearing

Identify **two terms** that your group improved 1. Need consistent voice throughout – avoid mixing "I" and "You"

2. Use tables to help identify what needs to be included (not just openended fields for detailed information)

3. Use clear and direct titles – what is the form about/what is it asking you to do Identify **two terms** that your group improved

- Use plain language with legal definitions or statutory language contained in footnotes;
- Reconcile deceased and decedent for consistency – use decedent;
- 3. Change format from narrative to bullet point fill-in for ease of use.

Identify **two terms** that your group improved 1. Who is the audience for the form? SRLs, Lawyers, Court?

2. What is required v. what did we put in there without really thinking about it? Statute? Language?