

**HOW TO BECOME A LAW STENOGRAPHER; A
COMPENDIUM OF LEGAL FORMS, CONTAINING
A COMPLETE SET OF LEGAL DOCUMENTS,
ACCOMPANIED WITH FULL EXPLANATIONS
AND DIRECTIONS FOR
ARRANGING ON THE TYPEWRITER FOR
STENOGRAPHERS AND TYPRWRITER OPERATORS**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649094660

How to become a law stenographer; a compendium of legal forms, containing a complete set of legal documents, accompanied with full explanations and directions for arranging on the typewriter for stenographers and typewriter operators by W. L. Mason

Except for use in any review, the reproduction or utilisation of this work in whole or in part in any form by any electronic, mechanical or other means, now known or hereafter invented, including xerography, photocopying and recording, or in any information storage or retrieval system, is forbidden without the permission of the publisher, Trieste Publishing Pty Ltd, PO Box 1576 Collingwood, Victoria 3066 Australia.

All rights reserved.

Edited by Trieste Publishing Pty Ltd.
Cover @ 2017

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the publisher's prior consent in any form or binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.

www.triestepublishing.com

W. L. MASON

**HOW TO BECOME A LAW STENOGRAPHER; A
COMPENDIUM OF LEGAL FORMS, CONTAINING
A COMPLETE SET OF LEGAL DOCUMENTS,
ACCOMPANIED WITH FULL EXPLANATIONS
AND DIRECTIONS FOR
ARRANGING ON THE TYPEWRITER FOR
STENOGRAPHERS AND TYPRWRITER OPERATORS**

HOW TO BECOME A LAW STENOGRAPHER

A COMPENDIUM OF LEGAL FORMS
CONTAINING A
COMPLETE SET OF LEGAL DOCUMENTS ACCOMPANIED WITH
FULL EXPLANATIONS AND DIRECTIONS FOR
ARRANGING ON THE TYPEWRITER

FOR STENOGRAPHERS AND
TYPEWRITER OPERATORS

AN INDISPENSABLE COMPANION FOR EVERY STENOGRAPHER
INTENDING TO TAKE A POSITION IN A LAW OFFICE

COMPILED BY

W. L. MASON

A Law and Convention Reporter of Thirty Years' Experience; Late Teacher of
Stenography and Typewriting in the Mechanics' Institute and the
De Witt Clinton High School; and for twelve years
Principal of the Metropolitan Shorthand
School, New York

UNIV. OF CALIFORNIA
AT LOS ANGELES
LIBRARY

NEW YORK
ISAAC PITMAN AND SONS
31 UNION SQUARE

M 3-21 h

1909

PREFACE

THIS Compendium of Legal Forms is designed to afford a ready and practical aid to familiarity with law work, and is intended for use in High Schools and Business Colleges, as well as by individual stenographers who desire to prepare themselves to fill lucrative positions in law offices, or as court reporters.

The book contains a large number and variety of forms, together with directions for arranging the same on the typewriter, as well as explanations of peculiar terms and expressions used by lawyers, and a carefully compiled list of the Latin phrases in more common use, with definitions, as found in legal papers.

In using this Compendium, each document should be carefully studied, both as to its form and contents, then written on the typewriter several times, until it can be typed rapidly with ease and accuracy. Certain paragraphs should be memorized as indicated. The arrangement of headings, paragraphs, endings, etc., as given in the book, should be strictly followed. The forms herein presented for study are authentic legal documents, used in real legal transactions, or in actual trials of cases, and are not theoretical compilations of the compiler.

In preparing this new and revised edition of a work which has already had a wide circulation, and proven to be very popular, as well as invaluable to the ambitious stenographer and to the teacher of shorthand and typewriting who is aiming to prepare his students to enter law offices, several new features have been introduced, among them being a set of legal documents peculiar to other sections of the country outside of New York.

Another useful feature of this work is the very full Index with cross references, enabling a student to find at a glance not only any kind of legal document in common use contained in the preceding pages, but most of the terms and expressions employed in law offices.

Still another feature is the full explanation of each document, the meaning of which is not obvious at a glance.

The compiler of this work desires to express his appreciation of valuable aid afforded him by Mr. Charles T. Conger, Principal of the High School at Bakersfield, California, Judge C. L. Claffin, Attorneys W. B. Beazley, Fred Borton, and others who have made suggestions from time to time which have materially increased its value and efficiency.

San Antonio, Texas,
May 1st, 1909.

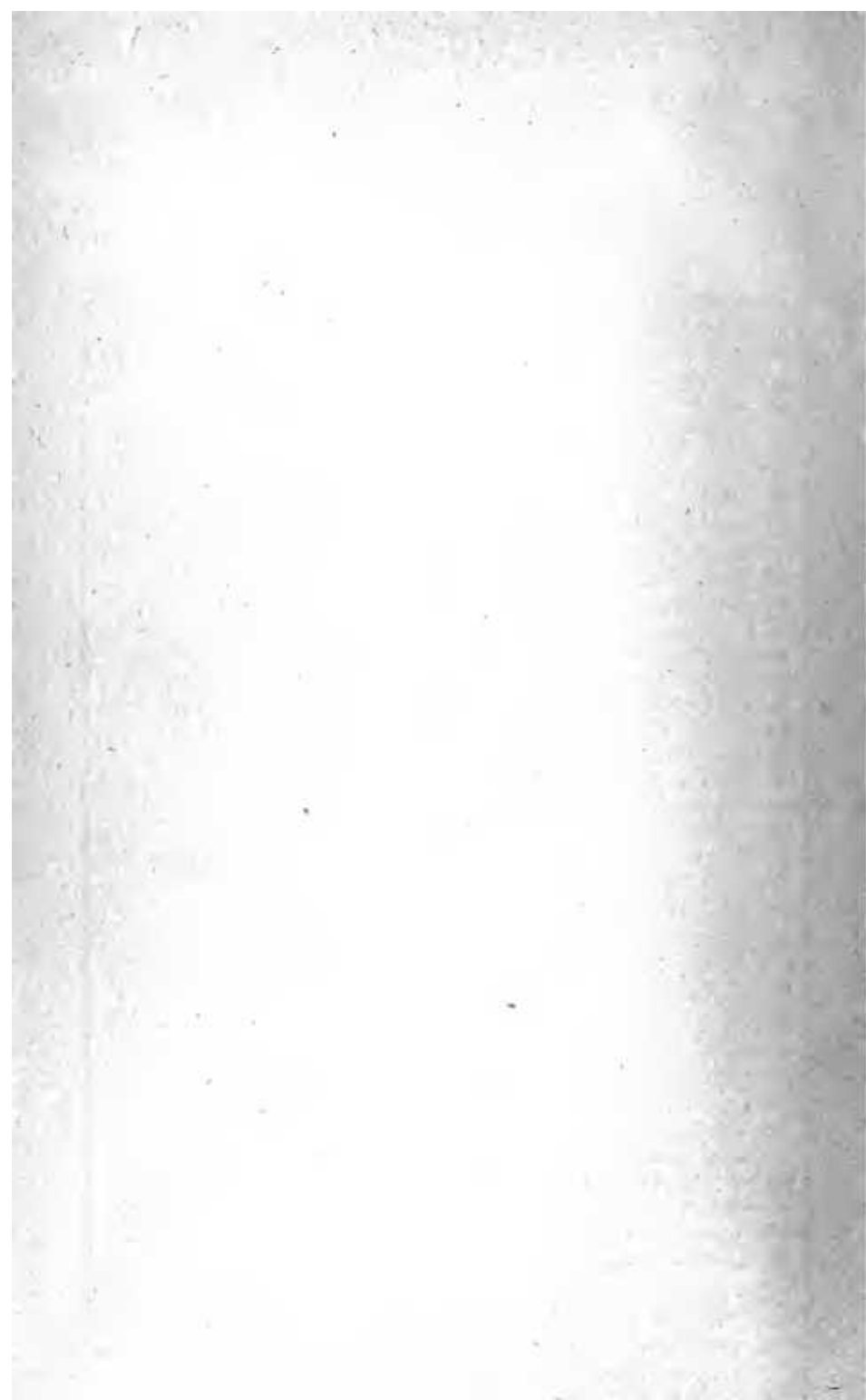


TABLE OF CONTENTS

	PAGE
SUGGESTIONS	9
LEGAL FORMS	11
COURT DOCUMENTS	11
COMPLAINT	13
SUMMONS	14
ENDORSEMENT	15
ANSWER	16
ANOTHER FORM OF COMPLAINT	18
ANOTHER FORM OF ANSWER	19
AFFIDAVIT TO OBTAIN AN ORDER REFERRING THE ISSUES	20
AFFIDAVIT OF ATTORNEY FOR ACCOUNTING EXECUTOR	22
AFFIDAVIT CERTIFYING TO CORRECTNESS OF ACCOUNTANT'S REPORT	24
AFFIDAVIT OF MORTGAGOR	25
AFFIDAVIT ASKING FOR AN ORDER TO FILE AN AMENDED COMPLAINT	26
ORDER PERMITTING PLAINTIFFS TO AMEND COMPLAINT	27
AFFIDAVIT FOR A COMMISSION TO EXAMINE A WITNESS WITHOUT THE STATE	28
ORDER FOR A COMMISSION TO EXAMINE WITNESS ON INTERROGATORIES	29
COMMISSION	30
INTERROGATORIES	31
CROSS-INTERROGATORIES	32
DEPOSITION	33
SPECIAL TERM ORDER	35
NOTICE OF TRIAL	36
NOTICE TO PRODUCE	37
PETITION	38
CONSENT	40
EXECUTOR'S OATH	41
INTRODUCING EVIDENCE	42
FORM OF HEADING FOR TESTIMONY	43
TRANSCRIBING TESTIMONY	45
TESTIMONY OF HENRY RAYMOND	48
BILL OF COSTS	50
ENDORSEMENT FOR BILL OF COSTS	52
BRIEF	53
OPINION	55

TABLE OF CONTENTS

	PAGE
JUDGMENT DISMISSING COMPLAINT	58
JUDGMENT UPON REPORT OF REFEREE	59
WILL	60
DEED (NEW FORM)	62
SEARCH	64
OLD FORM OF DEED	65
MORTGAGE	68
BOND	70
BOND WITH INTEREST CLAUSE	71
BOND OF INDEMNITY	72
LEASE	73
SCHEDULE OF RECEIPTS AND EXPENSES	74
GENERAL ASSIGNMENT	75
ASSIGNMENT OF CLAIM	76
AGREEMENT	77
AGREEMENT OF CREDITORS	78
POWER OF ATTORNEY	79
ANOTHER FORM OF POWER OF ATTORNEY	80
RELEASE FROM COPARTNERSHIP LIABILITY	81
GENERAL RELEASE	82
SOME WESTERN LEGAL FORMS	83
CALIFORNIA COMPLAINT	83
DEMURRER	87
AMENDED COMPLAINT	89
ORDER PERMITTING AMENDED COMPLAINT TO BE FILED	91
AFFIDAVIT OF SERVICE BY MAIL	92
CALIFORNIA ANSWER	93
NOTICE OF TRIAL	95
CALIFORNIA BRIEF	96
FINDINGS	98
DISMISSAL	100
COST BILL	101
BILL OF EXCEPTIONS	103
PROPOSED AMENDMENTS TO PROPOSED BILL OF EXCEPTIONS	106
NOTICE OF APPEAL	107
DECREE OF FORECLOSURE	108
WRIT OF CERTIORARI	111
COMPLAINT	113
AFFIDAVIT FOR ATTACHMENT	115
UNDERTAKING	116
PETITION	118
BOND	120

TABLE OF CONTENTS

7

	PAGE
ORDER OF REMOVAL OF CAUSE	122
AMENDED COMPLAINT	123
NOTICE OF MOTION	125
VERDICT	127
JUDGMENT	128
BILL OF COMPLAINT IN U.S. CIRCUIT COURT	130
ORDER EXTENDING TIME TO DOCKET CAUSE	134
ORDER TO SHOW CAUSE	135
ACTION ON NOTE	137
MOTION FOR COSTS	138
SUBPENA AD RESPONDENDUM (NEVADA)	139
MOTION FOR NEW TRIAL (MISSOURI)	140
CONTEST NOTICE	141
ASSIGNMENT OF CLAIM (TEXAS)	142
DEED (ILLINOIS)	143
POWER OF ATTORNEY (CALIFORNIA)	144
REVOCATION OF POWER OF ATTORNEY	145
PROXY	146
QUIT-CLAIM DEED (CALIFORNIA)	147
BILL OF SALE (INDIANA)	148
QUIT-CLAIM DEED (INDIANA)	149
WILL (ILLINOIS)	150
LETTERS RELATING TO LAW WORK	151
LIST OF LATIN PHRASES WITH DEFINITIONS	154

