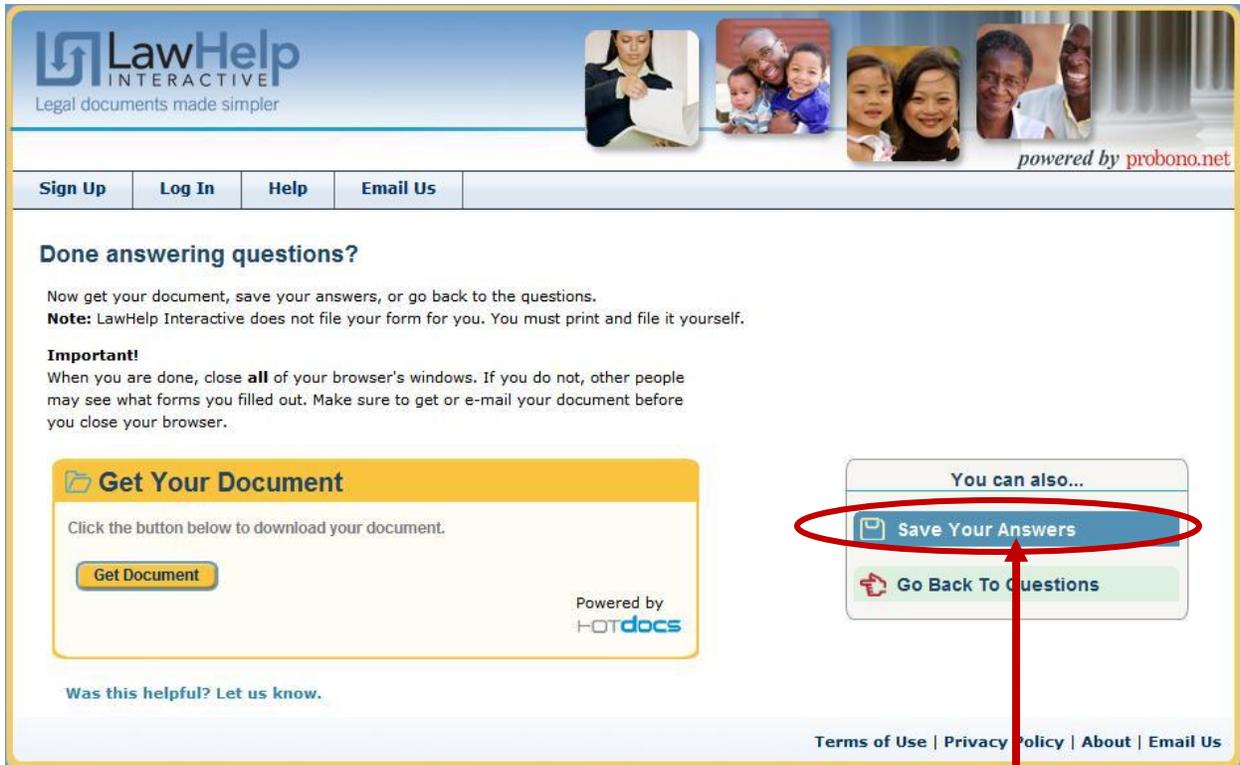


# INSTRUCTIONS FOR EMAILING YOUR REQUEST FOR DOCUMENT REVIEW OF DIVORCE PLEADINGS TO KANSAS LEGAL SERVICES

Once you push the “Get Document” button, you will see the screen below.

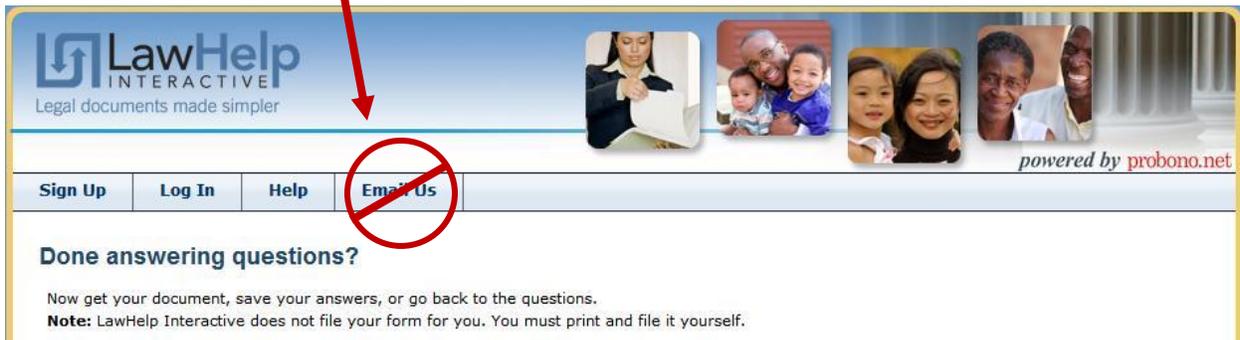
You may get your document, save it and attach it in an email using your own email account and sending the first page of the document to KLS at [kls-topeka@klsinc.org](mailto:kls-topeka@klsinc.org)

To save your answers for use in the future (in case you have to change something), you must sign-up for LawHelp Interactive’s free services.



There is **no charge** to sign-up with LawHelp Interactive.

Do **NOT** choose the “~~Email Us~~” option at the top of your screen. This option does not send the application to Kansas Legal Services.



Sign up to LawHelp Interactive’s free services using your personal information.

Create a Username and Password and store the log-on information in a safe place so that you may log-in later to access your application.

Your “Account Type” is Self-Helper

Remember to accept LawHelp Interactive’s Terms of Use and click “Sign Up”

Now you are registered with LawHelp Interactive and can save your answers for future use.

Click “Continue” to see the options to email your paperwork to us.

- 1) First, **Save** your answers. Then if there are problems you can return and fix them by going through the interview again. You won't have to re-enter your information.
- 2) Then use the button to "GetYour Document," if you want to review the paperwork first. Don't close out of this program. You can also use the email option to send us the papers.
- 3) Email your documents to **kls-topeka@klsinc.org** **This is a tricky email address, so enter it carefully.** List your email address as the "From" email.



- 4) Click "Send" to send your application to Kansas Legal Services at [kls-topeka@klsinc.org](mailto:kls-topeka@klsinc.org) . We will send you an acknowledgement within 24 hours of receiving your papers.

**Note:** If you have already closed out of the program, you can still send us the documents. You can find the document in your computer in under whatever name you saved it. If you didn't give it a name, it will have a number instead of a title. The number will be something like this: 2012-10-04-6806379075, where the year – month - day are the first set of numbers and are the date you completed the application. If you didn't choose another place to save the document, look in a folder named: **Downloads**. It is probably in your **My Documents** folder, if you use Microsoft Word.

Initially, you only need to send us the first page. You can find the file, copy and paste the information on the first page to an email sent to [kls-topeka@klsinc.org](mailto:kls-topeka@klsinc.org).