

I. THIS IS A MAJOR SECTION HEADING [F2]

Here we use title capitalization, with no periods. These sections often include such things as “Introduction,” “Statement of Facts,” “Legal Argument,” “Discussion of Law,” and “Relief Requested” and “Conclusion.” This is an example of normal text. You may choose between single space [CMD]+1 or double-spacing [CMD]+2.

A. This Is A Primary Sub-Heading [F3]

Here we use title capitalization (initial caps on all words), with no periods. These tend to be subjects more than statements, but you may vary from that.

1. This is a numbered secondary sub-heading. [F4]


Here we use sentence capitalization (initial caps on first word and all proper names). These tend to be sentences, but you may vary from that.

a. This is a lettered tertiary sub-heading. [F5]

Here we use sentence capitalization (initial caps on first word and all proper names). These tend to be sentences, but you may vary from that.

II. ADDITIONAL ITEMS

Renumbering within new sections: Restart numbering after a more senior heading has been added. Right-click on the number of letter, and click “**Restart Numbering.**”

Block quotes: For a block quote, select the paragraph you wish to block, and click [CMD]+[SHIFT]+B. If you wish to delete the indenting of the first line, position your cursor there and move the downward pointer on your document ruler to be flush with the main margins. 

1. This is a numbered legal paragraph, such as you would use in a complaint or petition. Single-space numbered paragraphs by selecting the paragraph and hit [COMMAND]+[SHIFT]+1 or [COMMAND]+[SHIFT]+2.

Footnotes: You may create a footnote quickly by clicking [CONTROL]+[PERIOD].¹

Useful tip: If you’re unable to remember these hot keys, you can click from “Home” on your ribbon to display the Styles Pane. To show only what you will use in GOJO documents, next to “List:” at the bottom, select “in current document.” Select the text for your heading, and just click the style in the style pane!

¹ This is the footnote. Try to avoid long ones. Most people hate footnotes.