

# Laser Fax

Modification 5  
Modification 5.11  
February 2, 2005

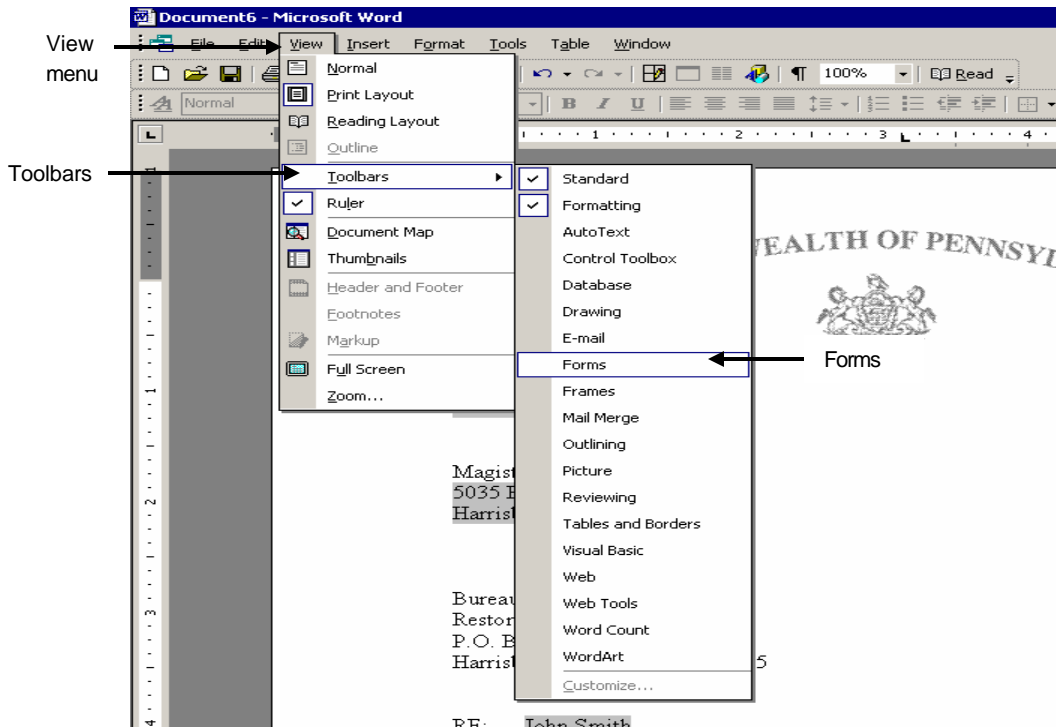
## NEW COST TYPE

Cost code CA22 has been added to the MDJS. The new cost is used when the prosecution requests collection of costs for prosecution. The cost will display as a variable amount on the Maintain Cost screen and will disburse 100% of the cost to your county.

## UNPROTECTING MICROSOFT WORD FORMS

With the recent name change to Magisterial District Judge, you may have forms that are protected that make reference to District Justice. In order to change District Justice to Magisterial District Judge, the forms will need to be unprotected. Below are steps to unprotect forms.

1. Open the form. Click the **View** menu, select **Toolbars**; then click **Forms**.



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2. The forms toolbar appears. To unprotect the form, click the **Protect** button.



3. Once your form is unprotected you can make any necessary changes.
4. To protect the form, click the **Protect** button.
5. Save your form if you want to keep your changes.