

# **aunoda**



## **HOW TO GENERATE DOCUMENTS**

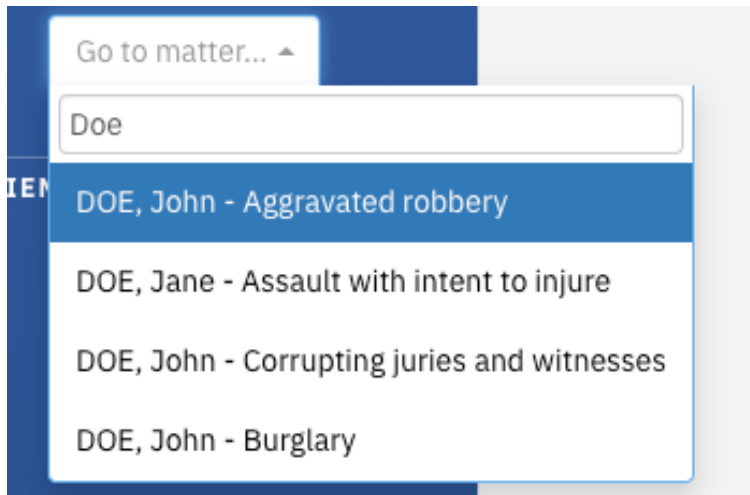
**AVG TIME TO COMPLETE: 2 MINUTES**

# DOCUMENT INSTRUCTIONS:

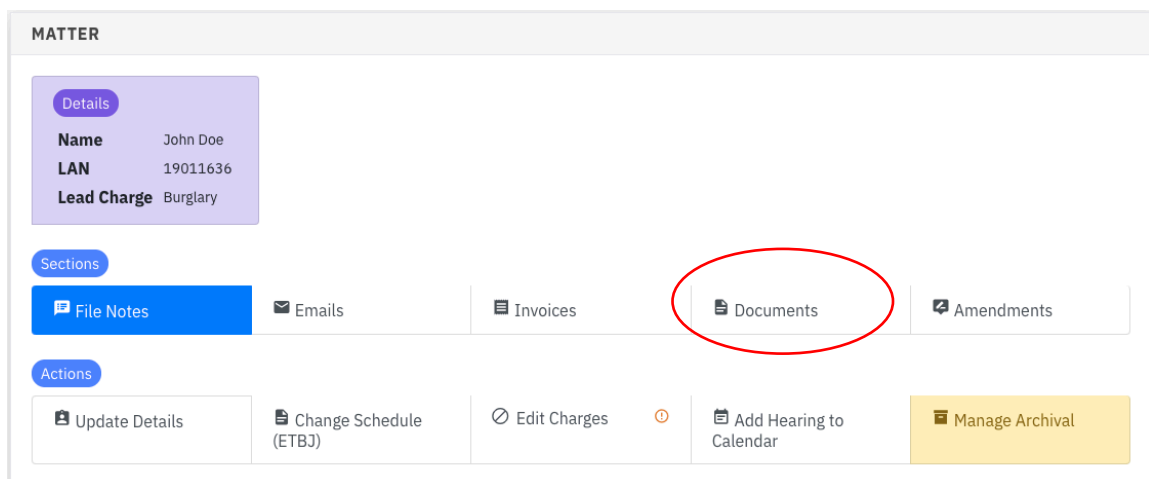
1. Navigate to Aunoa
2. Select client/matter
3. Click green button, 'Create new file note'
4. Select preparation, hearing, or other/not applicable
5. Select activity
6. If applicable, select hearing
7. Enter the appropriate time
8. Type out file note
9. Click create to save new file note

# GENERATING DOCUMENTS:

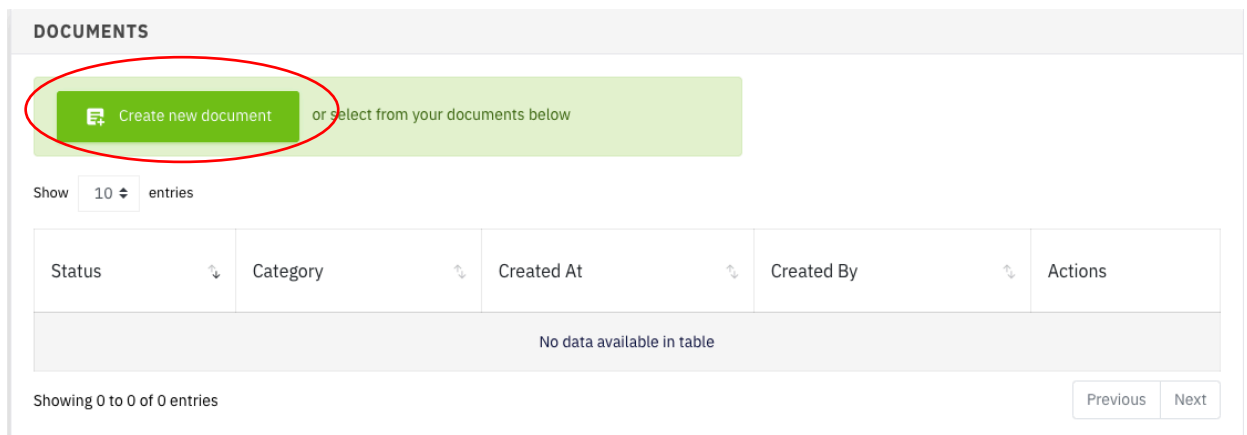
1. In Aunoa, search for and select client



2. Under Sections select 'Documents'

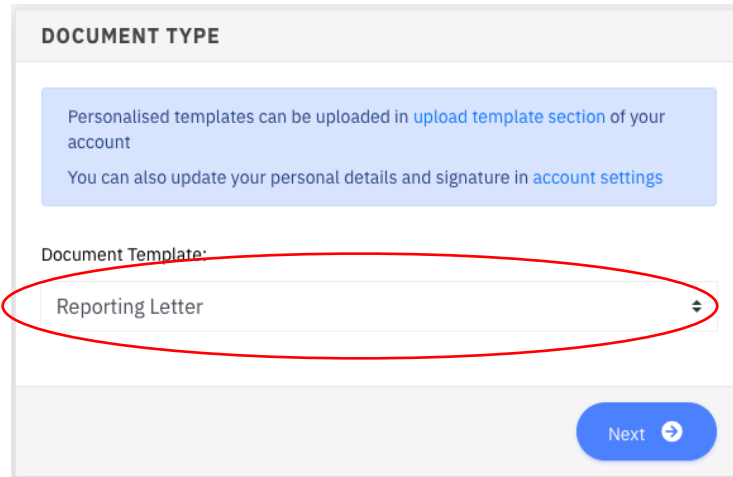


3. Select 'Create new document'



# GENERATING DOCUMENTS:

4. This window will appear, click on the drop down list to select document template



**DOCUMENT TYPE**

Personalised templates can be uploaded in [upload template](#) section of your account

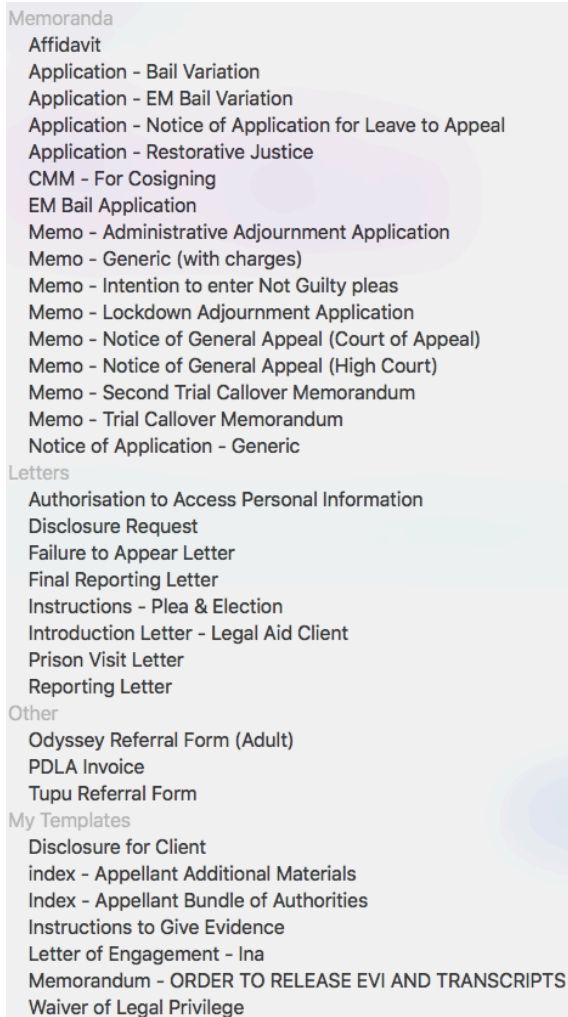
You can also update your personal details and signature in [account settings](#)

Document Template:

Reporting Letter

Next →

5. Select template from the wide range of templates Aunoa uses – these are also fully customisable to you.



Memoranda

- Affidavit
- Application - Bail Variation
- Application - EM Bail Variation
- Application - Notice of Application for Leave to Appeal
- Application - Restorative Justice
- CMM - For Cosigning
- EM Bail Application
- Memo - Administrative Adjournment Application
- Memo - Generic (with charges)
- Memo - Intention to enter Not Guilty pleas
- Memo - Lockdown Adjournment Application
- Memo - Notice of General Appeal (Court of Appeal)
- Memo - Notice of General Appeal (High Court)
- Memo - Second Trial Callover Memorandum
- Memo - Trial Callover Memorandum
- Notice of Application - Generic

Letters

- Authorisation to Access Personal Information
- Disclosure Request
- Failure to Appear Letter
- Final Reporting Letter
- Instructions - Plea & Election
- Introduction Letter - Legal Aid Client
- Prison Visit Letter
- Reporting Letter

Other

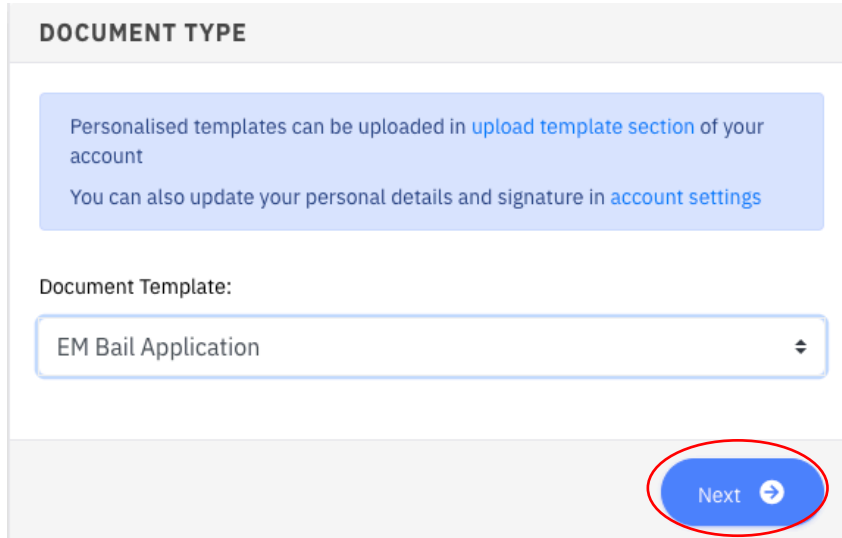
- Odyssey Referral Form (Adult)
- PDLA Invoice
- Tupu Referral Form

My Templates

- Disclosure for Client
- index - Appellant Additional Materials
- Index - Appellant Bundle of Authorities
- Instructions to Give Evidence
- Letter of Engagement - Ina
- Memorandum - ORDER TO RELEASE EVI AND TRANSCRIPTS
- Waiver of Legal Privilege

# GENERATING DOCUMENTS:

6. Once document template is selected click next



**DOCUMENT TYPE**

Personalised templates can be uploaded in [upload template](#) section of your account

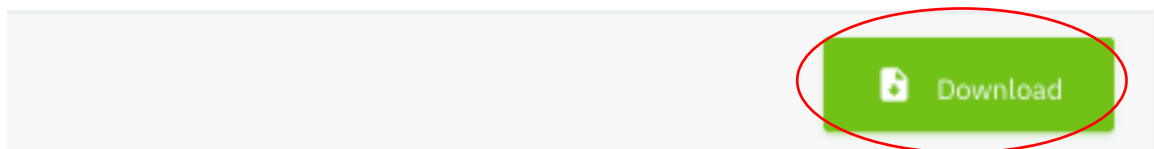
You can also update your personal details and signature in [account settings](#)

Document Template:

EM Bail Application

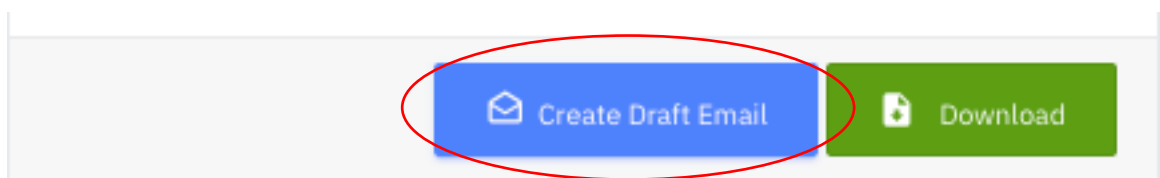
Next →

7. Complete the document details
8. At the bottom of the page, click download and save to folder



Download

9. Click 'Create Draft Email' if applicable

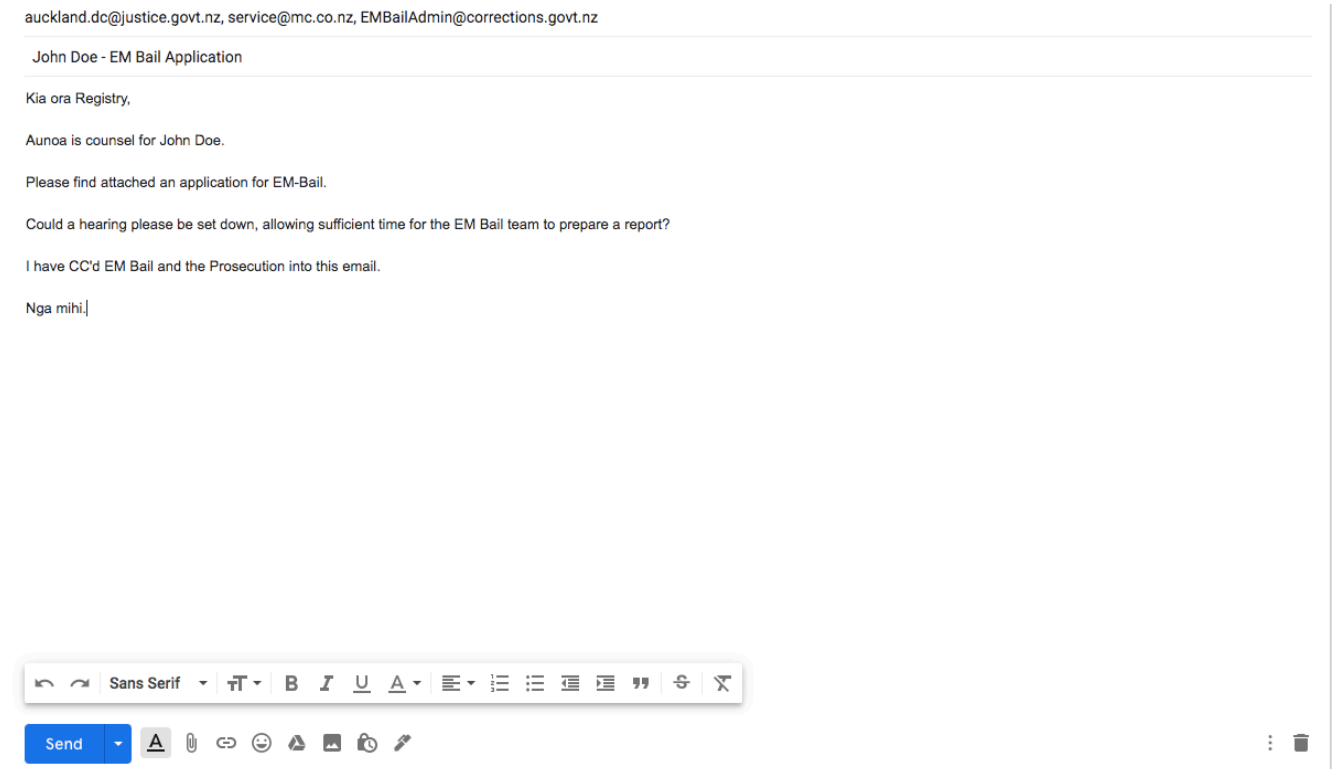


Create Draft Email

Download

# GENERATING DOCUMENTS:

## 10. Aunoa will automatically open your preferred email



## 11. Attach document and send

