



## Quickstart Guide for Attorneys and Mediators

This brief guide will get you up and running with quick questions and answers about Family Law Software.

### **1. How do I start a new client file?**

Click the Files tab > New.

### **2. How do I set the software up to run on a network?**

First, create a new folder on your network server for your Family Law Software client files. (If you are not comfortable doing this, you may want to get a tech person to help. It will be easy for him or her.) We suggest that you name the folder "Family Law Software."

Then click Home tab > System Info > Click here to set Default Folder. Navigate to and select your network Family Law Software folder.

Do this for each computer that is running the software.

### **3. How do I calculate child support?**

If you are in one of the 21 states where we calculate child support (\*), click the Lawyer tab, and look in the left margin for the links relating to child support. Click those links, and fill in the screens. One of those links, typically the last in the group, will show the official worksheet, which you may view and print.

(\*) The states where we calculate child support are: California, Connecticut, Colorado, Florida, Georgia, Illinois, Massachusetts, Maryland, Minnesota, Missouri, Mississippi, North Carolina, Ohio, New Jersey, New York, Nevada, Pennsylvania, Rhode Island, Texas, Virginia, and Washington state.

### **4. How can I complete my state's financial forms?**

If you are in one of the ten states (\*) where we complete the financial forms, click the Lawyer tab, and look in the left margin for the links relating to that form. One of those links, typically the last one, will bring up a screen where you can view and print the financial form.

(\*) The states where we calculate financial forms are: California, Colorado, Connecticut, Florida, Illinois, New Jersey, New York, Ohio, Pennsylvania, and Rhode Island.

## **5. How can I use the software to make a more powerful case in litigation matters?**

Use the financial data and reports. First, complete any remaining financial information you have available but have not yet entered on the screens labeled "Full Financial Data" (in states where we do child support) or "Financial Info" (in other states). Then, click on the various links in the Reports section.

The Budget Report will help you demonstrate, on an after-tax after-payments basis, what the parties' bottom lines will be. The amount of detail will make a compelling case on your client's behalf.

The Marital Property Division report will make a clear and powerful statement of what you propose the financial division should be.

On the "More Reports" screen, the Projected After-Tax Cash Flow and Projected Net Worth will let you powerfully demonstrate what the near term future will hold for your client and the other party.

## **6. How can I use the software to help the parties reach agreement on the division of assets more expeditiously?**

Use the Equitable Distribution worksheet. This worksheet shows each of the assets you have entered and has a place for you to enter how much of each asset each party is keeping. Optionally, you may also show an equalization payment, which shows how far the parties are from a 50/50 division. If you do this live, with the parties present, you will find that this tool is very engaging, and that the parties will use it to reach resolution more quickly.

## **7. How can I use the software to ask "what if" about different levels of child support, spousal support, exemptions, and tax filing status?**

Use the "What-If Analysis" screen, "Alimony Needed" screen, and the other "what if" screens. These are easy to use and very powerful in terms of showing the alternatives. All of the tax calculations are full tax calculations. So the tax impact of all of these "what if" scenarios takes into account such things as changes in tax brackets, the Alternative Minimum Tax, the Child Tax Credit, the Earned Income Credit, etc.

## **8. How do I show different scenarios?**

For items such as spousal support, child support, tax exemptions, wages, and filing status, use the "What If Analysis" screen. You can create up to 12 scenarios in a single file.

For "what if" for child support, use the "Guideline What If" screen.

For "what if" with property division, use the "What If Eq Distrib" screen.

For more involved analyses, such as whether or not to sell a residence, you should create two versions of the file that are identical except for the things you wish to compare. Then print the relevant reports from each version of the case file.

To create a copy of the current file under a new name, click the Files tab, then the "Save As" button.

## **9. How can I find the amount of spousal support needed to enable the parties to have a 50/50 (or other) division of cash available for living expenses?**

Click the Lawyer tab > Alimony Needed link. Enter the desired percent, and the software will show you the amount of alimony needed to get there.

## **10. How can I see the detail behind the tax calculations?**

Click View/Edit Taxes. (There are also links to this report at other relevant places in the software.)

## **11. How can I set my client up to send me his or her data electronically?**

Click Files tab > Get Client Started. Enter the client's name and e-mail address and click the link below those entries. Your client will receive an e-mail, with a link to download the Family Law Software Client Edition or use our Web Data Entry. (Both are free to your client with your subscription.) The client will use the Client Edition to enter his or her data. The client will then e-mail you the file, which you will save into your Family Law Software folder. Start Family Law Software, then open the file.

Please note that there is no way to combine two client files. So if this is a mediation or collaborative context, and you are collecting data from both parties, you will have to manually enter data from one party into the data file started by the other party.

## **12. May I install the software on a paralegal's computer?**

Yes, you are permitted to install the software on the computers of paralegals and secretaries at no additional charge. You may also install the software on your own

computer at home and laptop at no additional charge. Simply enter your own name and KeyCode at the startup screen.

### **13. When I get a new computer, how do I transfer the software to it?**

Simply download the software again from our website:  
[www.FamilyLawSoftware.com](http://www.FamilyLawSoftware.com).

When the software is installed, enter your name and KeyCode at the startup screen. Then, move or copy all of your client files from your old computer's Family Law Software folder into your new computer's Family Law Software folder. If you store the Family Law Software files on a network server, there is no need for this step. You can see the location of the Family Law Software folder by clicking the Files tab. It will be one of the first couple of lines at the top of the screen.