



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?

If you would like the *client* to take the first pass, click [Files & Settings](#) > Open/Save/Send > New Client.

If you would like to enter the data *yourself*, click [Files & Settings](#) > Open/Save/Send > New.

2. How can I complete my state's financial forms?

If you are in one of the 12 states (*) where we complete the financial forms, click [Client Info](#), and look in the left margin for the links relating to that form.

Click each link in turn and fill in the screens that appear.

On some screens there are also links across the top. Click each of those as well.

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

3. How can I print my state's financial forms?

Go to [Forms & Reports](#) and click the links along the left relating to the financial affidavit.

4. How can I enter information for child support?

If you are in one of the 22 states where we calculate child support (*), click [Client Info](#), and look in the left margin for the link(s) relating to child support. Click those link(s), and fill in the screens.

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

5. How can I print my state's child support worksheet?

Go to [Forms & Reports](#) and click the link(s) along the left relating to child support.

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

First, complete any remaining financial information you have available but have not yet entered on the screens in the Client Data section.

Then, click on the various links in the [Forms & 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.

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

Use the [Analysis & Negotiation](#) > Property Division screen.

This screen 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 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.

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

Use [Analysis & Negotiations](#) > What-If Analysis 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.

9. How do I show different child support scenarios?

Use [Analysis & Negotiations](#) > Guideline What If screen.

10. 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 [Analysis & Negotiations](#) > Spousal Needed.

Enter the desired amount or percent, and the software will show you the amount of spousal support needed to get there.

11. How can I see the detail behind the tax calculations?

Click [Forms & Reports](#) > View/Edit Taxes.

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.