

# Family Law Software Client Data Entry

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## Instructions for Entering Your Data Electronically

Using Family Law Software, you can organize your financial and family information and then send your file to me electronically.

This service is FREE and easy to use. It will save you time and effort and increase the accuracy of providing your information to our office.

You may either download a software program to enter the information, or enter the information on the web:

The BEST method is to use the Client Data Software that you can easily download and keep on your computer. You can use the downloaded software program anytime- whether or not you are connected to the Internet. You will be able to enter your data more completely, and keep a copy of your data on your computer. You will also be able to easily revise your data if we agree and I send you the file back to work on.

The other method is to enter your data onto pages at our web data entry site. The web data entry is less complete, and after you submit your data, you cannot revise/resend it. If you use this method, once you send the file, please make sure you send me an email that you have sent the file so that I know it is waiting for me.

The Family Law Software web site has an information page that will help you decide which method is best for you.

Go to: [www.FamilyLawSoftware.com](http://www.FamilyLawSoftware.com)

...and **click at the top "Clients > Enter Data for Professionals."**

If you choose to use the Web data entry, you will need the following information:

Professional ID: **32008**

Access Code: **smcbride**

I look forward to working together with you.

Steve McBride

[steve@divorcefinancecolorado.com](mailto:steve@divorcefinancecolorado.com)

Note: Please:

1. In the Real Estate Section –
  - a. Tick the box for listing all property related costs in the real estate section, and then put the costs against each property
  - b. Please separate out taxes and insurance (and make them as itemized costs) and put only principal and interest payments in the mortgage payment box.
2. Cash and Investments, Debts, Retirement Plans: Please specify the institution and last 4 digits of the account number for each item.
3. You do not need to include SSNs in your data file. Please do put in Dates of Birth.

4. If you have non-marital property (eg pre marriage retirement plans) then either include the balance as of the date of marriage, or send me an email with the information.
5. Make sure you include all assets and liabilities, even if you have already decided how you are going to divide them. FLS can be used to prepare your Sworn Financial Statement, and you are required to list all assets and liabilities that either of you own/owe.
6. Expenses: do your best to estimate each of your expenses, and the children's expenses, if you do not have records to go off.