

# DIVORCEmate News & Views

## For Users of DIVORCEmate Software

#41 – Sept 2001

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### **“Forms+” Ships With New Family Law Court Forms! Fall Forms+ Training and B.C. Forms+ Announced!**

**For the past 14 years**, our DIVORCEmate News & Views newsletter has been an important source of information for our 5,000+ software users. Our newsletter has something for everyone - productivity hints, new product and seminar announcements, Family Law and technology information, humour and more. Please ensure that it is circulated to all family law professional staff including secretaries, law clerks, justices, judges, mediators, professors, accountants and lawyers.

#### **“Forms+” Ships, DIVORCEmate Enters a New Era of Word-Processing Based Software**

With the introduction of DIVORCEmate's Forms+ “word-processing based” family law court forms, we have taken a bold step in a new direction – away from “spread sheet” based software (Lotus 123) and into “word-processing” based programs (MS Word or WordPerfect).

This new direction benefits both our users and us. Our users get the easy-to-use word-processing based court forms software that they've always wanted; we get more creative control in which to produce the software that we have always wanted to produce. It is a unique win-win situation for all!

**Forms+ software concept is simple:** 1. Enter your client's information in a Forms+ Merge Information File in your word-processor; 2. Select the court form you would like to complete, and 3. Click “Merge”.

Within seconds, the Applicant and Respondent, lawyers and law firms, children and important dates information input areas are “populated” and the court form appears on your computer screen ready for you to complete... *in your word-processor!*

Initial comments by Forms+ users:

*“I have been using the new DIVORCEmate program and it is great!”* - Carolyne

*“fabulous”, “absolutely phenomenal”, “best work you have done...”, “setup is terrific!”* - Brahm

*“So far, we are LOVING the new system... Great job..”* - Rachel

*“I can't tell you how pleased I am with the new forms!”, “... I am very, very impressed.”* - Mary-Jo

*“I haven't gone into anything in depth yet but documents are easy to access and create... it's easy to use. Keep up the good work!”* - May

*“Really like the new forms program.”* - Jo-Ann

*“Very pleased. We couldn't believe how easy it is to use.”* - Daniel

*“Firstly, let me thank all of you at DIVORCEmate for making our lives easier by creating the new software. Although, it has only been installed for one day, I am already finding it very easy to work with.”*  
- Jacquie

#### **Does Forms+ have the newest forms?**

Forms+ software **contains the newest family law forms** (*Family Law Rules O. Reg. 114/99*) required by the Ontario Superior Court of Justice, Family Court and the province-wide Ontario Court of Justice as of July 30, 2001. DIVORCEmate's Forms+ was the first commercially available software to include these new forms.

#### **How do I order Forms+?**

If you have not yet ordered and received your new Forms+ CD, you should place your order today by calling Sid Soil at (416) 718-3461 x420, or by emailing him at [sales@divorcemate.com](mailto:sales@divorcemate.com) or by faxing (416) 498-0059 or visiting our website at [www.divorcemate.com](http://www.divorcemate.com).

#### **Is there any way to “test drive” Forms+ first?**

*If you are an old Lotus 123 DIVORCEmate forms user and in a Superior Court of Justice, Family Court jurisdiction*, we have a surprise for you!

In the near future, DIVORCEmate Software Inc. will be sending you a FREE, no obligation, 30-day “trial” version of our new “Forms+” including the “Selected” and “Financial” forms for the Family Court.

**During the initial 30-day period you may purchase the software or let the license expire at the end of the 30 days. The choice is completely yours!**

*If you are a DIVORCEmate user but you are outside of a Family Court jurisdiction*, next month we will be sending you the same 30-day trial version of Forms+. You can wait until then or order your Forms+ to-day.

#### **If I'm using a competitor's software, can I “upgrade”!?**

DIVORCEmate Software is currently offering a **“competitive upgrade”** for all users of competitor's software who want to switch to DIVORCEmate's new Forms+ software.

For a limited time only, a competitive upgrade may be purchased for **50% off** the original single user Forms+ license price. See below for pricing.

### What does this new Forms+ software cost?

The cost of our new Forms+ software “Selected” and “Financial” modules (36 forms under the *Family Law Rules* including the new 7/30/01 forms) is as follows:

- ☑ *Upgrading from original Lotus 123 based DIVORCEmate Family Court Forms* - \$299 + taxes, extra users \$50/each + taxes;
- ☑ *Upgrading from competitor's software including UCDC Family Court Forms; Dye & Durham Family Law Forms; OBA/CBAO "The New Family Law Forms" Enhanced CD (FYI: The OBA/CBAO has decided not to update their "enhanced CD" software)* - \$349 + taxes, extra users \$50/each + taxes;
- ☑ *New purchasers with no previous Family Law Rules forms software* - \$699 + taxes, extra licenses \$104.85/each + taxes.

### What other court forms are available in this new Forms+ format?

Toronto Family Law (5 forms) \$99 + taxes, extra users \$14.85/each + taxes.

Family Court Specialty Forms+ (Word ONLY) child protection & enforcement, adoption, miscellaneous forms (37 forms including new forms 7/30/01) \$199 + taxes, extra users \$29.85/each + taxes.

### “Forms+” Fall Training Schedule

Starting this fall, we will be offering 2-hour Forms+ training courses around the province. The Forms+ training will cover basic and advanced features of Forms+ including:

- ☑ Understanding and using Merge Information Files screen, icon bar, setup options, etc.
- ☑ Working with your lists of court forms - completed and available.
- ☑ Building and maintaining your law firm database.
- ☑ How to use “QuickFind”.
- ☑ Tips and tricks when using Forms+ and your word-processor including paragraph numbering, tabs, checkboxes, page breaks, refresh, shading, etc.
- ☑ How to add additional Respondents and/or Applicants, and Children's Lawyer(s).
- ☑ How and when to transfer information from your old DIVORCEmate to new Forms+.
- ☑ How to email a Forms+ document as an attachment right from your word-processor.
- ☑ Understanding the automatic creation of individual client folders including the use of an *existing* folder.
- ☑ How to expand sections in tables, add lines, input long text, adjust page breaks, etc.
- ☑ How to complete Financial Statements, Net Family Property Statements, Statement Of Money Owed including transfer financial information.
- This training course is “hands-off”; we use an instructor and an overhead computer projector.

- You are welcome to bring your own laptop and follow along with the instructor.
- Classes will be limited in size, please register early.

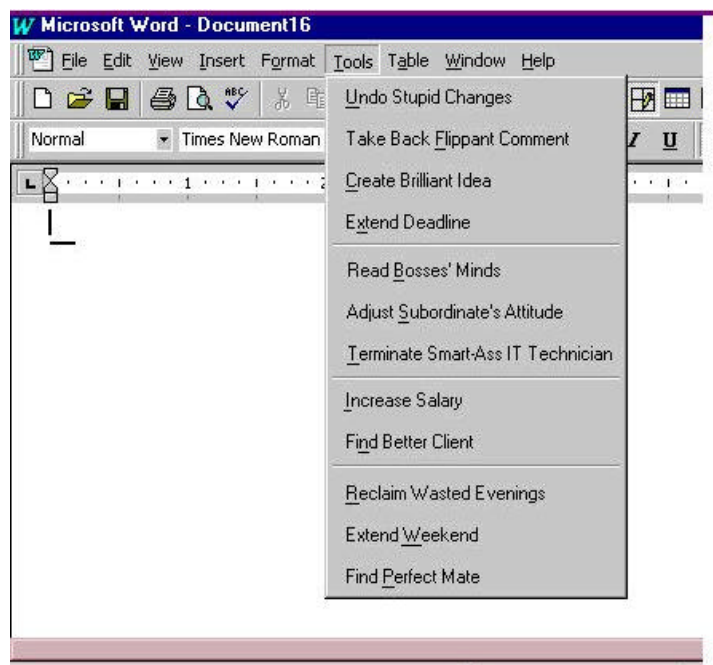
### Forms+ Training Locations, Dates and Times

Location	Date	Time
Kingston	October 2	2:00 – 4:00
Ottawa	October 3	9:30 – 11:30
Ottawa	October 3	2:00 – 4:00
Barrie	October 9	2:00 – 4:00
Oshawa	October 10	2:00 – 4:00
Peterborough	October 11	2:00 – 4:00
Toronto (at our office)	October 16	9:30 – 11:30
Toronto (at our office)	October 16	3:00 – 5:00
Hamilton	October 17	2:00 – 4:00
St. Catharines	October 18	2:00 – 4:00
London	October 23	9:30 – 11:30
London	October 23	2:00 – 4:00
Thunder Bay	October 25	2:00 – 4:00
Toronto (at our office)	October 30	9:30 – 11:30
Toronto (at our office)	October 30	2:00 – 4:00
Newmarket	November 6	2:00 – 4:00
Toronto (at LPIC office)	November 15	1:00 – 3:00
Toronto (at LPIC office)	November 15	4:00 – 6:00

Please complete the enclosed fax-back training order form or e-mail us: the cost is \$89/pp + GST, prepaid, no discount.

If you are unable to travel to any of these locations, we would be pleased to offer **training in your area, possibly at your law firm**. We just need a minimum of 10 attendees! If you are interested in offering your firm as a training location, please contact us; we will make all the other arrangements.

### New Pull-down Menu Being Considered For Future Forms+ Release!



... Yes, it's a joke!

## **FREE DIVORCEmate Forms+ Update Coming**

We are currently working on an **update (v9.19.01)** to our **just released Forms+** software. This update will optimize, fix, or enhance the following: several WordPerfect installation issues; formatting of dates in WordPerfect; the deleting of page breaks in Word's financial statements; page margins; hidden characters that appear in some WordPerfect printed financial statements; Form 14C text; the time to load the Merge Information screen and minor formatting and printing anomalies.

**IMPORTANT: Over the next month, all registered Forms+ customers in Ontario will receive this FREE Forms+ Update (v.9.19.01) by regular mail.**

## **FREE Tools+ Update Coming Your Way Too**

When we released our 2001 Tools+ in March 2001 (and a subsequent update in June 2001), the provincial tax rates for dividends under the new "tax on net income" (TONI) system had not yet been finalized. Accordingly, we "estimated" what we thought was a correct dividend calculation.

Recently the new provincial rates for dividends under the new TONI system were finalized and they differ from our estimate.

We have now updated our "dividend tax calculation", as well as, BC income tax rates and other minor changes.

Over the next month, we will be sending all our current users an update to Forms+ (v.9.19.01), incorporated in this Forms+ Update will also be this latest Tools+ update. **NOTE:** This means that when you install the Forms+ Update, your Tools+ will update automatically.

**B.C. and users of Tools+ 2001 in other provinces will be mailed the new Tools+ Update (v.9.1.01) only.**

If you want this Forms+ Update (v.9.19.01) and/or Tools+ 2001 Update (v9.1.01) *immediately*, it is available FREE on request by email to [sales@divorcemate.com](mailto:sales@divorcemate.com) or is downloadable from our website at [www.divorcemate.com](http://www.divorcemate.com) or is available on CD by fax request (416) 498-0059.

## **B.C. Summer 2001 Road Show a Success, New BC Sales Rep & B.C. Forms+ Announced**

Our 10-day road show started on July 5<sup>th</sup> with two packed training sessions in **Victoria**, followed by several hours of meeting prospective new clients and showing them our software.

Joining us on this road show was **Karen Frieday** of the **Spousal Support Database Corporation**. Karen ably explained the benefits of her company's service to the BC family bar.

Next we were off to **Nanaimo**, where Karen and I met with 15 family law lawyers who were all very eager to learn more about DIVORCEmate's products. Judging by the after-seminar comments and the resulting sales, the

meeting was immensely successful. Thank you to **Kristin Rongve!**

After several days of r&r, I mean "business meetings", in Qualicum Beach on the east shore of Vancouver Island, I returned to Vancouver for more training seminars, sales demonstrations and meetings.

Thanks to **Jon Vogt** and **Laura Selby** of BC CLE and Professors **Jay McLeod** and **Rollie Thompson** for their time and attention.

The BC road show trip was capped off with a 2day CLE Family Law Conference, which featured Professors McLeod and Thompson and was chaired by **Barb Nelson, James Schuman** and **Jeff Rose**. I especially liked the paper by **Barb Young** of Kendall Penty & Company, Kelowna, "Imputing Income in Small Businesses" and the evening "pub crawl"!

DIVORCEmate is planning a **summer 2002 release of B.C. Forms+**, which will include most of the B.C. Supreme Court family law forms under the Rules. This B.C. Forms+ software is planned for **MS Word only**, with a WordPerfect release depending on feedback from our users.

Our hiring of a new sales representative, **Steve Krieger**, continues our commitment to BC's family bar. Steve is a lawyer who is returning to his business career after helping to raise his two children. Steve has a passion for helping lawyers to incorporate technology into their practices.

We will advise all BC clients of Steve's telephone, fax and email information shortly.

## **DIVORCEmate Tools+ 2001 Help Corner**

If you are faced with a **shared custody guideline calculation** (Shared Custody S.9 CSG), here are a few hints on where to input the children in order to "take into account" the "Table" amounts:

**Start Page** – only input the child(ren) under the primary caregiver parent; this is the parent who will receive the Child Tax Benefit and/or Equivalent to married credit.

**Children** – Under "For whom a Table amount is payable" change the "0" to reflect the appropriate number of children in the shared custody situation.

*For example:* Two children, shared custody situation: put "2" under "Mother" tab on "Start Page" (she is primary caregiver), and also put "2" under the "Father", under "Children" tab, "For whom a Table amount is payable". Yes, you'll need to press the "ins" key and override for Father's input. Compare the two Table amounts!

## **Ontario Superior Court of Justice Rule 69/70 Forms+ Shipping This Fall**

The release of Forms+ for the *Ontario* Superior Court of Justice for Rule 69/70 will be **slightly delayed** and will now ship in late fall 2001. Our new target delivery date is November 15<sup>th</sup> 2001.

If you have pre-ordered these Forms+ Rule 69/70 "Selected" and "Financial", we will automatically ship them to you upon their release.

If you have not yet ordered this Forms+ module, you can still take advantage of lower pre-release pricing, Ontario Superior Court of Justice, Rule 69/70 Forms+ "Selected" (replaces old PERFECTmate) and Financial (approx. 25 forms) \$179 + taxes, extra users \$26.85/each + taxes. Please see "Training Schedule and Order Form".

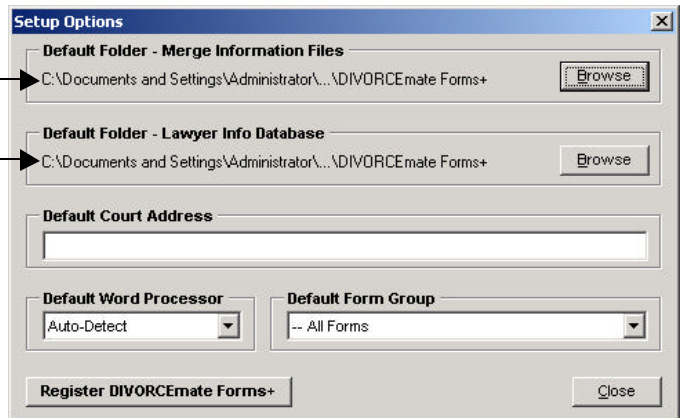
### ***Did You Know That ...***

- ☑ We have updated our website again, please come and visit us at [www.divorcemate.com](http://www.divorcemate.com). All users will find the "Knowledge Base" section under "Service & Support" very interesting.
- ☑ DIVORCEmate has been invited to participate in an upcoming CLE seminar, **"Fundamentals of Family Law"**, November 12, 2001. Our topic is "financial statements".
- ☑ DIVORCEmate will have an information booth at the upcoming **Thunder Bay Law Association Meeting** on October 27<sup>th</sup> 2001. Both Sid and Mark will be attending!
- ☑ DIVORCEmate has donated software to **The Hamilton Law Association, Library Excellence Fund**. The software is in the HLA Library and the Family Court Library.
- ☑ A recent survey, 2001 LawTech Canada Legal Technology Survey, placed DIVORCEmate software products **at or near the top** of all categories in which it was included.
- ☑ DIVORCEmate will not be updating our Lotus 123 based **"French" Family Law forms**. Unfortunately, the demand for the French family law forms in Ontario was not as expected.

### ***Simon Says...***

- Q.** How can I get up-to-speed quickly on your new Forms+ software?
- A.** The first step is to install the software at home (30 day license). Step 2 - **take an hour and read the 11-page Intro Booklet** (away from the office) and the 3 coloured sheets that came with the Forms+ software! Step 3 - work through a "test" file by preparing a Merge File (include a child) and merging an Application, Answer, Financial Statement and Case Conference Brief. Of course, you should attend one of the training seminars!
- Q.** How do I email one of the new Forms+ court forms to a client?
- A.** This is easy. Simply compose your e-mail and attach the desired form as an attachment. Or, even easier, while you are in the desired form in your Word or WordPerfect, click File, Send to, Mail Recipient (as attachment)! When your client receives the attachment, they just open it in the appropriate word-processor.
- Q.** I can't see my law clerk's existing Forms+ files when I click my Forms+ icon.... what gives?
- A.** You are on a network and your Forms+ software is looking on your local drive for the files!

You must insure that all users are pointing to the same default folder (directory) on the network for both their "Merge Info Files" and "Lawyer Info Database". Check your setup by clicking the blue Forms+ icon, and clicking "Setup Options". If your computer is not looking at the same folder (directory), as your law clerk's, then you will not see each other's files and your Lawyer's Database will not work properly.



To change these folders, "browse" for the appropriate folders on all computers where Forms+ is installed!

### **Don't Wait To Register Your Software!**

Don't wait until your 30-day license runs out. Please make sure that you contact us by email (support @divorcemate.com) or fax (416) 498-0059 with your **individual computer code numbers for all computers** running Forms+ software.

Remember that you **MUST** prepay for any additional licenses you require prior to contacting us about registering your Forms+ software.

### **Tools+ 2002 Licensing to Change**

The 2002 update of Tools+ software will be shipped in the first quarter of 2002, licensing will be consistent with the new Forms+ licensing terms and conditions. This means that each computer where Tools+ is used must have a registered license for 2002.

### **Do You Need A New Person to Support Your Computers? *We Recommend ...***

If you are looking for a person to take care of your technology needs, we recommend that you contact Haim Ifrah at Solutions Exec, (416) 706-7272, [haim@istar.ca](mailto:haim@istar.ca).

Haim is knowledgeable, bright and personable; he can install and/or fix anything related to your home or office technology including e-mail, networks, new software, new hardware and the Internet.