

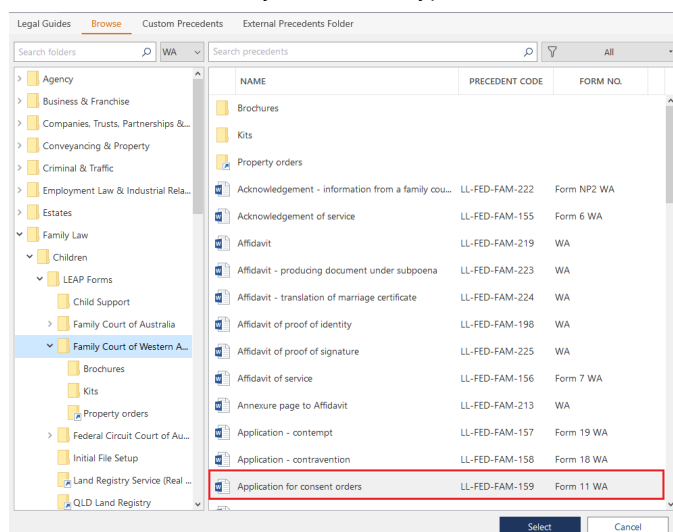
This information sheet has been prepared to assist you when opening your Matter and identifies critical information required to be completed in order to maximise automation in forms.

In this Information sheet you will learn how to:

- Enter important matter information to ensure automation of your Application for Consent Orders;
- Add, edit and delete additional items. For example in Parts G & H;
- Update the Application for Consent Orders should anything change;
- Automatically calculate the figures entered.

## Where to find this document

The Application for Consent Orders (LL-FED-FAM-159) is saved in the Family Court of Western Australia folder within the LEAP Forms folder in all Family Law Matter Types (as shown below).



## Advantages of completing an Application for Consent Orders in LEAP

LEAP has used enhanced automation to make it easier for an operator to complete an Application for Consent Orders. The advantages of using LEAP to complete an Application for Consent Orders are as follows:

1. LEAP displays an initial dialogue which shows and hides the relevant Parts within the form dependent on what you choose. See Diagram 1.

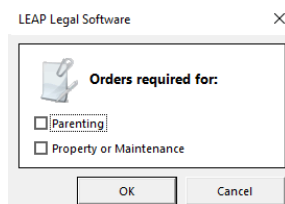


Diagram 1

If you choose the option for:

- **'Parenting'** - The LEAP Application for Consent Orders will show Part F - Details for Parenting Orders

and hide Parts G & H relating to Property and Maintenance.

- **'Property and Maintenance'** - The LEAP Application for Consent Orders will show Parts G & H relating to Property and Maintenance and hide Part F - Details for Parenting Orders.

If both options are selected then the LEAP Application for Consent Orders will show Part F - Details for Parenting Orders and Parts G & H relating to Property and Maintenance.

2. The LEAP Application for Consent Orders allows for the operator to input information for:

- two Applicants and Respondents;
- two Statements of Truth for the Applicant, Respondent and Third Party Respondent;
- a maximum of eight children.

3. The Application for Consent Orders will automatically calculate the totals for the sections listed below (including the net worth where applicable), therefore eliminating the need for operators to manually calculate the form:

- Part G - Property, Liabilities and Your Total Net Worth (not including superannuation);
- Part H - Effect of Property Orders Sought.

4. Expansion of questions which enables operators to input multiple items per question allowing the form to expand for each of the questions listed in:

### PART C - About other Court Cases and orders

Question 10 – Other court cases and orders

### PART G - Property

Question 29 – Real estate

Question 30 – Motor vehicles

Question 32 – Funds in banks, building societies, credit unions or other financial institutions

Question 33 – Interest in any business

Question 34 – Investments including shares in public companies

Question 35 – Life insurance policies

Question 36 – Interest in any other property, including in any leased property

### PART G - Liabilities

Question 39 – Amount owing on any other mortgage

Question 40 – Amounts owing on any credit/charge cards

Question 41 – Amounts owing on any other loans

Question 42 – Hire purchase/lease

Question 44 – Any other liabilities

### PART G – Superannuation

Questions 48 – 53

5. Re-calculation of figures and totals if amendment is required.

## Expansion of Questions

This Ribbon displays icons for operators to choose the questions they wish to expand. These icons can be found under the ribbon entitled '**Family Law**', see Diagram 2.

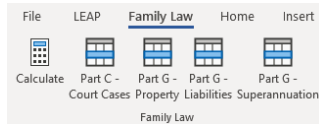


Diagram 2

You will then need to click on the relevant section of the Ribbon and another dialogue will display for the questions relevant to that 'Part' see Diagram 3.

Diagram 3

**NOTE:** There is no maximum number for these questions, although the minimum number will be the number of questions contained within the standard form found on the Court website.

## Deleting / Adding an additional item

Adding or deleting an item, eg. change the number of bank accounts from 4 to 3, you can do either:

### Option 1

Re-activate the dialogue containing the questions and change the figure for the relevant question from 4 to 3;

### Option 2

Alternatively operators can use the options which have been added to the Word shortcut menu. These options are activated by placing your cursor in the cell of the entry you wish to delete, right mouse clicking and the following dialog will appear where you can choose to Add/Remove Additional Items or Quick Add/Quick Delete Additional Items (see Diagram 4) -

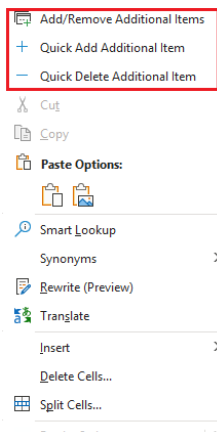


Diagram 4

**Note:** Operators must remember to activate the 'Calculate' button if they add/delete a figure and need to recalculate the form.

## Location of the 'Calculate' icon

Once operators have input all the necessary figures into Part H of the Application for Consent Orders for each relevant question, they will then need to activate the '**Calculate**' option on the '**Family Law**' ribbon. See Diagram 5.

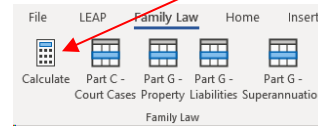


Diagram 5

The form will then calculate the totals for Part H - Property and Liabilities and Part I - Total Net Worth.

## Recalculating the figures in Parts G & H

If you have entered all your figures in Parts G and need to amend them, you will need to press the '**Calculate**' icon at the end of the amendments to recalculate the figures.

## What are the most common values entered for each question in Parts G & H?

It is a requirement of the Court and is stipulated in the Application for Consent Orders as follows:

- Any figure which has not been entered within the form will automatically populate with the words 'NIL'. As per the directions on the form, all figure amounts within the \$ columns need to be answered. Therefore, if no operator input, the word 'NIL' will populate as the \$ amount.
- An operator needs to enter each figure in whole dollar amounts (ie **NO** decimal point after the figure and **NO** cents). For example, if a figure is \$1.50, then it is rounded up to the nearest dollar, eg. \$2.
- If an operator can only give an estimate of each figure, then they need to insert the letter 'E' space before the amount stated. See Diagrams 6 and 7.

	APPLICANT	RESPONDENT
29. Real estate	Address: [ ] State: [ ] Your % share: [ ] Value of your share: \$ E 375,000	Address: [ ] State: [ ] Your % share: [ ] Value of your share: \$ E 375,000

Diagram 6

37. TOTAL VALUE OF PROPERTY OWNED BY YOU	\$ E 375,000 Write this amount at Item 46A on page 1	\$ E 375,000 Write this amount at Item 46C on page 1
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Diagram 7

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Every law firm has a different way they enter a value for individual questions. The most common values (aside from 'NIL' or a \$ amount) for questions are:

- 'N/A' (Not Applicable);
- 'NK' (Not Known); OR
- 'Nominal'.

Any of these values (if entered) will not be removed when the calculation is activated.

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### Printing a blank Application for Consent Orders

It is sometimes necessary when issuing proceedings for a Family Law practitioner to print a blank Application for Consent Orders to give to a client to fill out in draft.

If you have filled out your matter correctly, the relevant details from your matter will populate into the Application for Consent Orders. You are able to enter preliminary figures into Parts H & I Property & Maintenance (if you know what they are) but it is important to note that the minute you press the '**Calculate**' button, the 'NIL' value will populate into every unanswered question in the form so if you want the values to remain blank it is important **NOT** to activate this button.

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### IMPORTANT - PLEASE READ

The Application for Consent Orders has complex behind the scenes coding and bookmarks.


#### DO's

- Enter the figures using the formtext fields in the document. The F11 function key will take you from one formtext field to the next.
- You need to turn 'hidden text' off when working on the Application for Consent Orders. If you want to turn Hidden text off you need to do the following:

#### Word 2010/2013/2016

- Select 'File'
- Select 'Options'
- Select 'Display'
- Untick the box that says 'Hidden text'
- Select 'OK'

#### Show/Hide Button on your 'Home' Ribbon tab

Clicking on  icon located on the 'Home' Ribbon will toggle hidden text for viewing and clicking on the icon again will un-toggle hidden text and turn it off.

#### DONT's

- **\*\*Manually delete rows in the Application for Consent Orders;**
- **\*\*Manually add rows in the Application for Consent Orders;**
- Delete any bookmarks in the Application for Consent Orders.

**\*\* Use the 'LEAP Family Law' Ribbon to ADD and DELETE items \*\***

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## LEAP Forms Blog

To keep up to date with amendments and updates to the automated forms within LEAP, please visit the **LEAP Forms Blog** ([www.leapforms.com.au](http://www.leapforms.com.au)).

Through the Blog you can subscribe to email alerts by firstly selecting the state or territory you wish to receive updates for, and, then entering your contact details.