

# Financial Affidavit Program Instructions

Version 2006 – August 2006

## Custom Legal Software

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### 1. The Shrink to Fit Concept (no more)

Several prior versions of this program were designed to disregard an item if no value was given for that item. That design allowed each document to be only as long as its particular facts may have required.

This program is inspired by the new (August 1, 2006) Affidavit form required by rule of the Supreme Court. That form does not allow much wiggle room when it come to what should be displayed and what can be skipped. The intent seems to be that if an item is listed, and that item is blank, then you are saying that that item is not present and does not exist.

There are a few exceptions to this rule. There are a few expense items that will not be printed if they have no value assigned. For example, "Electricity" will not be printed if it has no value. This is because there is a line item for "Gas and Electricity" which will cover the topic in most cases. And in a few cases, in order to get everything in the same column or same page, some "not so common" items will not print an empty entry. Likewise, several "Voluntary Deduction" items from the "mandatory form" will be dropped if there is no value stated. (i.e. Credit Union Payment, Credit Union Savings, Bond Purchase Plan and Stock Purchase Plan). For the most part, the items that will be dropped for lack of associated values are those which a person would otherwise be motivated to list (expenses) if they did exist.

Unlike a prior version of this program, a stated **value** is no longer the "controlling" piece of information that regulates whether an asset is listed. Any asset with any piece of information entered in the Data Entry screens will be listed. If you say your client owns property at 129 Elm Street, but don't furnish value or loan information, that property will still be listed in the Real Estate Schedule. There is no need to say "Zero OK" and no need to say "Unknown". (You can still say the value is "Unknown" in which case the word "Unknown" will be printed.) But if you leave the entry blank, then the value column will just be blank.

### 2. Value is Unknown

Please become reasonably familiar with the use and effect of using:

**Unknown or To be Determined:** Value of this item is Unknown

**eXclude:** Item is to be eXcluded from the total

These features will give you some flexibility in preparing financial affidavits.

#### **Unknown or To be determined**

When a value is "unknown" or "to be determined:", you can force the program to show the value as "Unknown" or "To be Determined" instead of leaving a value blank. The only functional difference between Unknown and TBD is the text of what will be printed on your document.

Use this feature with care because the value of a number added to an unknown is unknown. If an item that contributes to a category total is marked as "Unknown", the program will not total what is known about each category because that category total will not be accurate.

### 3. Exclude Value from Total

If you want to eXclude an expense value from a total, you can put a check in the eXclude check box. The item will still appear on the document, but its value will not be included in the total. This feature is only applicable to Expenses and Debts.

This feature may be useful if you want to list an item twice. For example, you may want to list a car payment, once as a Credit Union payroll deduction or as a transportation expense, and a second time as an installment debt.

Use with care.

### 4. Asset has Zero value

When you want to list a zero value "asset", you can do so by typing zero as the value. This will print "0" as the value rather than leaving the value blank or showing it as "unknown". This feature is available by popular demand, but may be of questionable value (no pun intended). An asset with zero value is not really an asset. A zero amount expense is not really an expense.

### 5. Separate Property Market Values

Separate Property Market Values should be entered as of the date of marriage, gift or inheritance. **The separate property value should be the NET value** (market value minus loans) as of such date.

### 6. Post-Decree or non-Dissolution Case vs. Dissolution of Marriage

This program can create either a dissolution of marriage affidavit or a post-decree or non-dissolution affidavit. The difference: (1.) A post-decree affidavit does not recognize the concept of "non-marital property." (2.) The post-decree affidavit does not list non-marital debt. **Note:** A previously created dissolution of marriage affidavit can be opened and converted to a post-decree case.

For non-dissolution or post decree cases it is best to use the feature of this program specially designed for such cases. This feature is available from a button in the lower right corner of the *List of Files* screen.

To convert (and open) a "dissolution" case as a non-dissolution or post decree case, use the button in the lower right corner of the *List of Files* screen. You will need to reenter non-marital debt, if any.

### 7. Property Division

The Property Division feature of the program will calculate and display the Net Marital Value (market value minus loans minus non-marital interest) of all assets. It will then allow you to specify, by dollar or percent, the portion of each asset to be owned by each party. The total value of assets allocated to each party will be continuously displayed.

This feature is available from the File menu or from the Menu that pops up when you click the right mouse key.

A printed report showing asset allocations is also available.

### 8. Children Expenses

The Children Expenses feature of the program will list all expenses. It will then allow you to specify, by dollar or percent, the amount of each expense attributable to the children.

This feature is available from the File menu or from the Menu that pops up when you click the right mouse key.

A printed report of expenses attributable to the children is also available.

## 9. Custom Caption

For non-divorce cases, this feature will allow you to prepare a customized caption (up to 6 lines long) for a particular Financial Affidavit.

The personalized custom caption will replace the standard *In re the Marriage* caption that would otherwise appear when the Affidavit for this client is printed.

When you save data for a client, the customized caption will be saved as a part of the data file for that client.

Once prepared, the customized caption can also be saved as a **Master Caption** for use in other cases. This feature can be activated from a button in the lower right portion of the Pleading Caption Information Screen.

## 10. Customized Printing Options

From the *Print Options* screen you can tell the program to:

- a. *Print or not to print the date* on page one of the Affidavit.
- b. Make the Affidavit say “**Mother/Father**” rather than “**Wife/Husband**”
- c. Print the Oath and client **signature line on a separate page**.
- d. Set up the **Notary block for signature in some other state**.
- e. Set up the Notary signature to say just “**Notary**” or to say “**Notary/Clerk/Magistrate/Judge**”
- e. Tell the program that you usually want to **prepare the Affidavit to be electronically filed** or otherwise electronically sent to opposing counsel or to your client.
- f. Select the **font** to be used when printing the program. The program is designed to be printed with Times New Roman. Other fonts may work, but due to limited space requirements, others are not guaranteed. You may have success with Arial Narrow.
- g. Set the program to **print the date** on the top of the document or to leave a blank for providing a date later.
- h. Set the program **to be used by a lawyer or by a non-lawyer legal professional**. This is relevant only to the content of the caption. For non-lawyer users, the caption will be printed to include the name and address of the party or parties rather than the name and address of the licensed user of the program.

**Read this:** If you access the Print Options screen from the Introductory Screen or from the List of Cases screen, the options you select will become the default settings for new cases created thereafter. Changing the default setting will not change the settings for cases which have already been created. Settings for those cases must be changed from *within* those cases (see next paragraph).

**Read this, too:** If you access the Print Options screen from any Data Entry screen (meaning that a particular case file is “open”) you can select options that are different than the default options,

**and your selections will be applicable only to the particular case that is opened.**

### **11. Caption Setup (your name and address) (not relevant to non-lawyer users)**

Use the *Caption Setup* screen:

1. To tell the program your name, address and other information for the Caption.
2. If you are a law firm and using the program for more than one lawyer, you can tell the program the names and attorney registration numbers of the firm's attorneys.
3. Set or change the name and address of your "default" county.
4. Tell the program where (on which Caption line) to print your registration number. This may save a line or two so as to make the first page appear a little less crowded.

**Note:** As far as this program is concerned, your fax number, e-mail and registration number are optional Caption items. If not furnished in the Caption Setup screen, there will be no blank space allocated for them in the Affidavit Caption. The shorter the Caption, the more likely it is that the Income Table will be able to fit on Page 1.

### **12. Personal lists – Income, Deductions and Miscellaneous Expenses**

Use the *Settings Menu* to make your own re-usable lists of Income Sources, Income Deductions and Miscellaneous Expenses. Once created, these lists will be available in the Data Entry screens from which you can select an item on your list. Thus, if you find your clients spend lots of money monthly on flowers, you can add "Cut Flowers" to your list of Miscellaneous Expenses. If you keep finding clients who have cars furnished by their employers, you can add "Employer Furnished Car" to your Other Income list. The lesson of this paragraph is that you are not bound to our lists of Other Income, Other Deductions and Other Miscellaneous Expenses.

### **13. Print a single page**

You can print a single page, but be careful. A change in a single value on one page may change totals on several other pages. A change in text may add lines to the document and thereby cause changes on all following pages. **The program is not able to determine whether a change has occurred that might impact more than one page. It is up to you.** If you are satisfied that a change has not changed totals, and the change has not set off a chain reaction in terms of spacing, then you should go ahead and print your single page. Otherwise, don't. [There are options to print separate sections of the document, which would be a better way to go.]

### **14. Print a Questionnaire**

During the Install process, a copy of a Questionnaire was copied to your computer. It comes in two flavors: an *Excel* spreadsheet and an *Adobe Acrobat* PDF file. One is named: "*Affidavit Questionnaire 2006.pdf*" The other is named "*Affidavit Questionnaire 2006.xls*"

To print a Questionnaire, you should first **close the Affidavit program**. Then open the *Financial Affidavit* folder on the *Windows Programs* menu. [*Start/Programs/Financial Affidavit*]. There you will see "*Questionnaire 2006 for Excel*" and "*Questionnaire 2006 for Acrobat*" Open whichever one you want. You can then print whichever portion of the Questionnaire you want.

You should be able to attach either kind of Questionnaire to an email and send it to your client. *The Excel file is the kind of file that can be filed in and returned via email.* If using the *Acrobat* file, your client will need to print it and return it by fax or mail.

If we are able to develop a better way to gather client information, you will be able to download any revisions to our Questionnaire forms, free of charge, from the web site, [www.legalmath.com](http://www.legalmath.com) (If any one wants to contribute to this effort, please call or write.)

Permission is hereby given to personalize or change (but not to sell) the Questionnaire.

## 15. Denver Juvenile Court

For Denver Juvenile Court, select "Denver Juvenile" as the County in the county list

## 16. Negative values

You cannot enter a negative number as the Market Value of an *asset*. If an asset has a negative market value, it's not an asset. If a loan secured by the asset is larger than the value of the asset, the program will calculate a negative **net** value. There are several *income items* that can be entered as negative numbers. (i.e. "Net profit from self employment", "Rental income" and several others.)

## 17. Non-residential real estate

The real estate and the balance of any loan against the real estate should be listed in the real estate section of the asset schedules. The interest portion of the payment (along with other expenses of owning and renting the property) should be subtracted from rent received. The result will be net income from rental activities. The net income (or loss) from rental activities should then be entered as "Net Rental Income" on Screen #3.

The same principle applies to business loans. Enter **net** self employment income on Screen #3. This type of payment should not be entered as a regular debt in the Debt section of the program.

## 18. Electronic filing and E-mail attachments

**What you can do and what you can't do with client facts and forms:** This program does not save the client's Affidavit form as a "form". There is no client form to "open" into a word processing program. The only file saved is the file that holds client data. This program uses the saved data to create the Affidavit each time you ask it to print an Affidavit. (But read on to see what you can do!)

The program does not have built in electronic filing features. If you want to electronically file or send the "affidavit itself" via email, you will need to use a program that creates PDF files. (PDF stands for *Portable Document Format*, which exactly describes what these files are really all about.) **Adobe Acrobat** is probably the best PDF file creator. (Not to be confused with the free **Acrobat Reader**. *Acrobat Reader* does not create PDF files.)

We are also aware of **PDFCreator**, a **free** program you can get (as of July 2006) at:

<http://www.pdfcreator.com/products/pdfcreator>.

**PDFCreator** is also available at:

<http://sourceforge.net/projects/pdfcreator>. (We think this may be the same place but without the login/username stuff.)

This is not an endorsement of **PDFCreator**. It works for us. It will probably work for you.

Programs that create PDF file are essentially printer "drivers". With **Acrobat** or **PDFCreator** correctly

installed, you simply tell the Affidavit program print dialog to “print to” *Acrobat* [or to *PDFCreator*]. Your computer will see your PDF creating program as if it were a printer on the list of available printers. The recipient will need the free *Adobe Acrobat Reader* to view the resulting *PDF* file, but will not need the regular PDF creating program that you will be using to create the PDF file that you file or send.

With a program that creates PDF files you can convert any Word, Word Perfect, Child Support Guidelines Worksheet or any other printable text or graphic file to a PDF file (so your use of the real *Acrobat* program is not just limited to Financial Affidavit).

The same concept applies to the *Acrobat* version of the Questionnaire. The *Acrobat* version of the Questionnaire was created with the “real” *Acrobat* program. You can attach the *Acrobat* version of the Questionnaire to an e-mail and send it to a client. Then your client can print the Questionnaire, fill it in and return it to you (snail mail).

**Again, you cannot create *Acrobat* files with the free *Adobe Acrobat Reader*! Don’t even bother trying.** You can get the real *Adobe Acrobat* program delivered (sales tax free) to your door step by tomorrow morning by calling PC Connection at 800-800-5555 before 11:00 PM tonight. You can get *PDFCreator* free from the web sites mentioned above. You will find all sorts of other good uses for these programs.

If you are electronically filing an Affidavit, look at the first data entry screen or on the Filing and Mailing screen (near the end). There, you can tell the program you are electronically filing. (Using the Custom Printing Options menu, you can tell the program that you usually plan to file electronically. This will make the e-file options automatically available whenever you create a new case.) If filing electronically, you should then furnish information for the Notary and optional Certificate of Mailing or Other Service sections. Your printed Affidavit (Paper or PDF) will put this information on top of signature lines in lieu of actual signatures. (e.g. *s/Norma Notary*)

As required by the rules for electronic filing, the original documents with original signatures should remain on file in your office records.

## 19. Fax from computer

If you intend to send the Affidavit to opposing counsel as a fax sent directly from your computer (using *Winfax* for example), you should follow the same steps as if you were filing electronically. This will insure that the signature blanks are “filed in” with indications signifying that original signatures exist on originals documents. (i.e. *s/Norma Notary*)

## 20. Licensing

The program is licensed to the original customer. The right to use it is an asset that belongs to that customer. It is not transferable without permission. If your former firm (or former partner, or former whatever) is willing to relinquish the program to you, then the price is nominal. If not, you must obtain a license in your own name.

See License Agreement. Call for details.

See paragraph explaining *Multiple Computer Licensing* below.

## 21. Name change

It is possible to change the name on the program without changing the Activation Code -- provided the new name is “similar to” the name of the original licensee. A new name is considered to be “similar” if the new name contains a part of the old name -- and you are not otherwise required to purchase a new license.

Examples of changes that can be made using the same Activation Code:

Douglas & Frankfurter >> Douglas, Frankfurter & Warren.  
Douglas & Frankfurter >> Law Office of Felix Frankfurter  
Douglas & Black >> Black & Warren.

To do so, use the Change Licensed Name button on the program's first screen (the screen with the photograph).

If the need for a change is due to a partnership or other entity split, only one person or group is entitled to the keep using the original program. The partnership dissolution agreement should provide for which survivor is entitled to retain ownership of the program license. The other should call to arrange for a new license.

## 22. Activation Code

Your Activation Code (formerly known as a "password") is a series of numbers which are related to and unique to the letters in your name.

Your Activation Code was furnished to you when you purchased the program.

You can also find your Activation Code from within the program by clicking *About* and then *About Financial Affidavit*.

You can also find it from within the program by clicking *Settings* and then *Change name of registered owner*.

For a limited time, a lost Activation Code can be replaced for a small fee at the Customer Support section of [www.legalmath.com](http://www.legalmath.com). To do so, get to [www.legalmath.com](http://www.legalmath.com) and follow the instructions under "Where did I put my Activation Code?" The fee creates a credit card paper trail that helps insure that only authorized licensed users are getting or changing Activation Codes.

## 23. Multi-computer licensing

The program **used to come in two different versions**. Version A was for use by a single lawyer. Version M (for "multi-lawyer") was for use by two or more lawyers. The version you had depended on the price you had paid. And the difference related to the number of lawyers using the program, not to the number of computers to which the program was installed.

**The program now comes in only one version and is now designed to be used by one or more than one lawyer.** (This means that there is a built in list available from the Caption Setup screen where you can list the names of each firm associated lawyer and then select from that list for each particular case as it is being prepared.)

**However, the right to install the program to multiple computers is subject to an additional one time fee of \$29. Unless you have paid the additional fee, the program license allows you to install the program to only one computer - and to use it from only one network station if operating over a network.**

The name of the licensed owner of the program will always appear in the caption of the document. By use of the list mentioned above, users will be able to insert a line above the line which identifies the licensed owner. This inserted line will identify a particular lawyer whose name may be different than the name of the licensee firm. (The list also allows the use of individualized Registration numbers and e-mail addresses.)

## 24. Dissolution of Marriage vs. Post-Decree or non-Dissolution cases:

This program can create either a dissolution of marriage affidavit or a post-decree or non-dissolution affidavit. The difference: (1.) A post-decree affidavit does not recognize the concept of "non-marital property." (2.) The post-decree affidavit does not list non-marital debt. A previously created dissolution of marriage affidavit can

be opened and converted to a post-decree case. [See section titled *Buttons ..* below]

## 25. Buttons on the List of Files Screen

***Sort files by name or date*** - Click in the top row of the table of files on the word “*File*” to sort the files by file name. Click the word “*Affiant*” to sort by name of affiant. Click the word “*Date*” to sort the files by date. [*Click a second time to reverse the order of the sort.*] Sorting by date is useful to find a recent file when you can’t remember its name or when you may have misnamed it in the first place. It also serves to bring your most recent files – the ones you are most likely to be working on - to the top of the list.

***Open the selected existing case*** - opens an existing file. Highlight the name of the existing file and click the yellow button. Any changes you make will be automatically written to the Opened case file.

***Open the selected case as a new duplicate copy*** - opens an existing file in situations where you don't want your changes to replace the facts in the original file. Highlight the name of the existing case and click the purple button.

***See list of Post-Decree files*** - displays a list of post-decree / non-dissolution files. Once this button is clicked and the non-dissolution files are displayed, the label on this button changes to let you switch back to see a list of dissolution files.

***Open selected file as Post-Decree file*** - makes a copy of the selected dissolution of marriage file. Then opens the file and converts it to a post-decree or non-dissolution file. When converting, keep in mind that the post-decree affidavit will not account for values previously entered as non-marital values and will not account for previously entered non-marital debt.

***Show the list of files in the local data base*** - if the program is in use on a network, and if a network data base location has been established somewhere other than on the local hard disk drive, this button will be visible and will list all client data files which may have been saved to the local hard drive. Files listed can then be copied to the network data base. [See section titled *Set location of the data base* below.]

***Show the list of files in the network data base*** - if the program is in use on a network, and if a network data base location has been established somewhere other than on the local hard disk drive, this button will be visible and will list all client data files which may have been saved to the network location. [See section titled *Set location of the data base* below.]

***Copy selected file to local drive*** - this button will copy the selected client file from a network data base to a local drive data base. This is intended to allow laptop users to take home a client data file after disconnecting from the network. (A similar result can be obtained by using the *File* menu and transferring a file to a removable disk or drive.) [See section titled *Set location of the data base* below.]

## 26. Other file management options

Using the *File* menu, you can *Transfer a file to a floppy disk* or *Get (retrieve) a file from a floppy disk*. These options let you transfer a single client data file from one computer to another. (i.e. office to home):

### ***Transfer file to removable disk or drive***

Normally, the program saves all client data to a single data base file [see section below further explaining the data base] rather than saving to individual files as was the case with the DOS version of this

program. It is still possible, however, to transfer the information from a single client data file from one computer to another. (i.e. office to home). To do so, the Affidavit program needs to be present at both computers.

A client data file can be transferred to any removable disk. (i.e. traditional 3.5 inch disk, jump drive, ZIP disk, RW-CD).

1. The client file to be transferred must be “opened” before it can be transferred.
2. After the client file is opened, use the *File* menu and click *Export one client data file ..* Then follow the instructions that will appear.

Client data file information saved to a removable disk or drive will all have the file extension “.afx”

**Important Note:** This program does not save the client's Affidavit form as a “form. There is no client form to “open” into a word processing program. The only thing saved is the client data. This program uses the saved data to create the Affidavit each time you ask it to print an affidavit. [See section on [Filing Electronically in the other "Instruction" Menu item.](#)]

### ***Import file from other disk or drive***

You can import data that has previously been saved to any removable disk or drive. (i.e. traditional 3.5 inch disk, jump drive, ZIP disk, RW-CD)

1. From the *File* menu click *Import one client data file ...* and follow the instructions.

#### **Caution:**

2. If you are importing a file from a floppy it will be incorporated into your data base (which is usually okay).
3. When importing a file you will be notified if the file you are importing is the same as a file that already exists in the program data base.
4. You will then be given the choice whether or not to replace the existing file.
5. If you elect to replace the existing file, the retrieved file will overwrite the existing file. This behavior may well be what you intend, particularly if you are transferring a case back and forth from your office after updating it at another location.
6. If replacing the old file is not what you intend, you must tell the program “Do Not Replace” the existing file. When you get to the first screen after importing the case (the Pleading Caption Information screen) you should give the imported file a new, different and unique name. This is done in the second from the top data entry text box titled “Client File Name.”

### ***Set location of data base***

All client data is saved in a single file known as a *data base*. When first installed, the client information data base is put in the same location on your computer as the location of the program itself. This is usually *c:\program files\affidavit*

It is possible to specify a location for saving client data to a location that is different than the location of the program itself. Because all client data is all saved in a single data base, the location of the client data can be changed by specifying a new location for the data base.

If you change the location of the data base, the program will create a new data base in the new location and automatically look to the new location for saving and retrieving client information. Because the new location will be somewhere other than the location of the program itself, the new location will be “seen” by the program as being a “network” location. When a “network” data base is created, the original “local” data base will remain behind -- still be present in the folder where the program itself is located.

### ***Transfer file from network data base to data base on local drive***

If there is a “Network” data base, files can be transferred back and forth between the network data base and the local data base by using the gray buttons on the lower left corner of the “*List of Files*” screen.

Why bother you ask? The ability to transfer back and forth is meant to accommodate those who use a laptop computer connected to the office *network* when at the office, but who then take the laptop with them when they leave for court or home. Before leaving the office, the laptop user wanting continued access to a client data file must copy the desired client file from the *Network* data base to the *Local* data base on the laptop. This is done using the gray buttons described.

Please see the section below which further explains the data base.

## **27. Network Installation**

This program can be used by multiple users on a network. However, **the design of the program requires that network users install the program TO each network workstation. Please do not install the program to the network drive!** Once installed to each workstation, you will be able to designate a network location for the program’s data base. If a network location is so designated, all network workstation users can save their files to the same network location. See section titled *Set location of data base* above. *Reminder: There is a small one time fee for the right to use this program from multiple computers or from multiple network stations.*

## 28. Data Base and Network Data Base Explained (as best we can)

This program can be used by multiple users on a network. However, the design of the program requires that network users install the program TO each network workstation. Please do not install the program to the network drive!

Once installed to each workstation, you will be able to designate a network location for the program's client data information. If a network location is so designated, all network workstation users can save their files to the same network location. Because the new location will be somewhere other than the location of the program itself, the new location will be "seen" by the program as being a "network" location.

The program 's client data files are all saved in a single "data base" file. The file is named "*affdata2006.mdb*". By default, when the program is installed, the data base file will be created and located on the local disk in the folder to which the program is installed. Thus, if the program is installed to c:\program files\affidavit\ then the data base will be located at c:\program files\affidavit\affdata2006.mdb

When a network data base location is first designated, the local data base will be copied to the designated network location. The original "local" data base will remain behind -- it will still be present in the folder where the program itself is located. From the screen with the list of cases, you will be able to "toggle" back and forth between the Local and the Network data base. Whichever data base is open will be the one from which you can open a previously save case and the one to which you can save a new case or changes to an existing case.

If you change the location of the data base, the program will create a new data base in the new location. It will then automatically look to the new location for saving and retrieving client information.

The program has several options to extract information from the data base for a particular client and to copy that information to another data base or to a floppy or other portable disk. These options enable you to move case facts from one computer to another or to save the case facts to either a network or a local data base file.

## 29. Saving client data to the data base

As noted above, this program uses a single data base for saving all information about all clients. Your client case facts are *automatically* saved to that data base each time you leave a particular data entry screen. (You *leave* a data entry screen when you click Prior Category or Next Category or when you press the Page Up or Page Down key.)

Likewise, client facts are automatically saved when you click the *Close* button or when you use the File menu and select *Save and Close*. Because data is automatically saved, you will not find (and you do not need) the traditional *Save* or "Save as ..." options.

If you want to create several alternative case files for a single client, you need make that decision before you start to enter data. To do so, select an existing case from the Open Case screen. Then open it using the *Open file as copy* button. (Changing the *Client file name* in the second text box on the first data entry screen *does not create a new case*. It only changes the name of the case that is open.)

The program has several options to extract from the data base the information for a particular client and to copy that information to another data base or to a floppy or other portable disk. These options enable you to move case facts from one computer to another or to save the case facts to either a network or a local data base file. See section titled *Other File Management Options* above.

## 30. User Names - and requiring users to login

There is no requirement that users log in. However, if several individuals are using the Financial Affidavit, each may customize and save certain program characteristics to their own liking. This can be accomplished by selecting "Users" from the "Settings" menu and then clicking the "Require users to login" option. The characteristics which will be saved for each user will include:

1. Whether to display a message when a user defined item is missing a value or a description

2. Whether to hide the little Info buttons
3. Placement of the attorney fax number in the caption
4. Placement of the attorney registration number in the caption
5. Name of the default county
6. Left margin for printing
7. Top margin for printing
8. Screen background color
9. List of recently opened files

When the Financial Affidavit program is next run it will then ask the user to log in. You can enter any name. If the name entered matches a name familiar to the program, the program will use the settings for that name. If the name entered is new to the program, a new “user profile” will be created for that name. The login option does not provide security with respect to client files. All users have access to all files. Anyone can log in, with or without permission. If security is of concern, consult your network system administrator to set network or system security for the program.

The program’s setting to require users to log in can be turned off as easily as it can be turned on. Just return to the *Settings* menu, click *Users* and then click “*Do not require users to log in.*”

At times you may want to delete a user’s profile. To do so, select “*Users*” from the *Settings* menu. Then select the “*List of Users / Delete a User*” option. Select the user you want to delete and click on the “*Deleted Selected User*” button. Client files created by the deleted user will *not* be deleted. Guaranteed!