

Equitable Apportionment Worksheet™ Instructions

General Operation: The *Equitable Apportionment Worksheet*™ allows you to enter a list of assets and values and debts and easily allocate those assets between the parties, and it is designed to be self-calculating so that you simply enter the information and allocate the assets between the parties and let the program calculate the equities, the totals and the relative percentages of each party.

Title Page: The Title Page will be the first screen that appears when you run the program. It is not necessary to fill in this page, but if you want the case name, etc. to appear on the printout of the *Equitable Apportionment Worksheet*™, you must fill out this page. The program will read the information on the Title Page when you print the Worksheet.

Assets Worksheet: This page is the guts of the program.

Type the name or identification of the asset (or debt) in the first box, and then enter the fair market value for that asset and then any debt or mortgage that the asset secures. The program will automatically calculate the equity for that asset.

If you enter information on a line, option or radio buttons (**H**, **W**, or **S**) will appear so that you can allocate the asset or debt to either spouse or split it. The **H**, **W** and **S** option buttons will be green until you allocate the asset or debt between the parties.

Totals: As you enter values or debts or divide the assets, the program will automatically update the totals and percentages at the bottom of the page. If the total percentage in the bottom right hand corner of the screen is red, then you have not allocated all of the asset or debts between the parties. Normally, the option buttons of **H**, **W** and **S** will be green to indicate to you that the particular asset or debt has not been allocated to a party.

Allocating An Asset (H, W, and S buttons) : You can allocate an asset or debt by any of the following ways:

1. Allocate to Husband by clicking the **H** option button. This will automatically put this asset in the Husband's column to the far right.
2. Allocate to the Wife by clicking the **W** option button. This will automatically put this asset in the Wife's column to the far right.
3. Divide or Split an asset by clicking the **S** button and then entering the Husband's percentage of that asset; the Wife's percentage will automatically be the balance. You cannot enter a percentage in the Wife's box, only in the Husband's. This will automatically divide the asset between the spouses and put their respective shares in their columns to the far right.
4. Enter the amount of the equity in the Husband's column or in the Wife's column to

the far right and the program will automatically divide the asset and give the balance of the equity to the other spouse. It will then automatically select the **S** button and fill in the percentage of the asset that each spouse will receive.

"Un-Allocating" An Asset: If you need to un-allocate an asset, simply double-click with the left mouse button on either the **H**, **W** or **S** option button, and the should clear the selection. The option buttons will turn green to show that the asset or debt has not been allocated.

Clearing An Entry: Double click an entry with your left mouse button to clear that box. Double click a second time to restore that deleted entry.

Clearing A Row: You can clear an entire row by double clicking on the # at the far left end *of the row*, or you can click the Clear command button (the one with the pencil eraser icon) to the right and type in the Asset Row number that you wish to clear. If you double click the # sign a second time after you have cleared the row, it will delete that row.

Deleting Multiple Rows: You can clear several rows at one time by clicking the Clear command button (the one with the pencil eraser icon) to the right and typing in the Asset Row numbers that you wish to clear.

Clearing The Entire Worksheet: Clear the entire Worksheet of all entries by clicking the Clear command button (the one with the pencil eraser icon) to the right and selecting The Entire Worksheet, or you can double click the # at the top left corner.

Notes: The Notes Page allows you to type in special instructions or other information.

Exporting To Microsoft Word: You can create a table in Microsoft Word by CTRL-W or selecting Export To Word under File in the menu at the top. This may take a few moments to do. Once the table has been created in Word, you can edit the table and manipulate it like any other table in Word, **BUT NONE OF THE CHANGES YOU MAKE IN THE WORD TABLE WILL CARRY OVER TO THE WORKSHEET IN THE *EQUITABLE APPORTIONMENT WORKSHEET*TM.**

If you make changes in the *Equitable Apportionment Worksheet*, you will have to export to Word again and create a new table for those changes. Any table in Word will not be updated as you change the Worksheet.

I have not figured out, yet, how to export to WordPerfect.

If you have read all the way down to here, you are probably the only person in history to read all of the Instructions.