



Indiana Supreme Court Child Support Calculator for Windows

Getting Started Guide

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Part One: System Requirements & Installation

System Requirements

In order to run and use this calculator, your computer must:

Run the Windows operating system in any of the following versions:

- Windows XP with Service Pack 2 installed
- Windows Vista
- Windows 7

Have at least **11 megabytes of free disk space for the calculator software.**

Your computer will also need additional disk space for the forms the calculator generates (roughly 200 kilobytes per calculation/case).

Have software installed for viewing PDF documents.

The forms have been tested and work properly in the free Adobe Acrobat Reader available for download at Adobe.com. The forms have not been tested in any other PDF readers.

NOTE

If you don't have a PC with Windows installed, you can use our online calculator for practitioners found at: <https://mycourts.in.gov/csc/practitioners>

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Installation

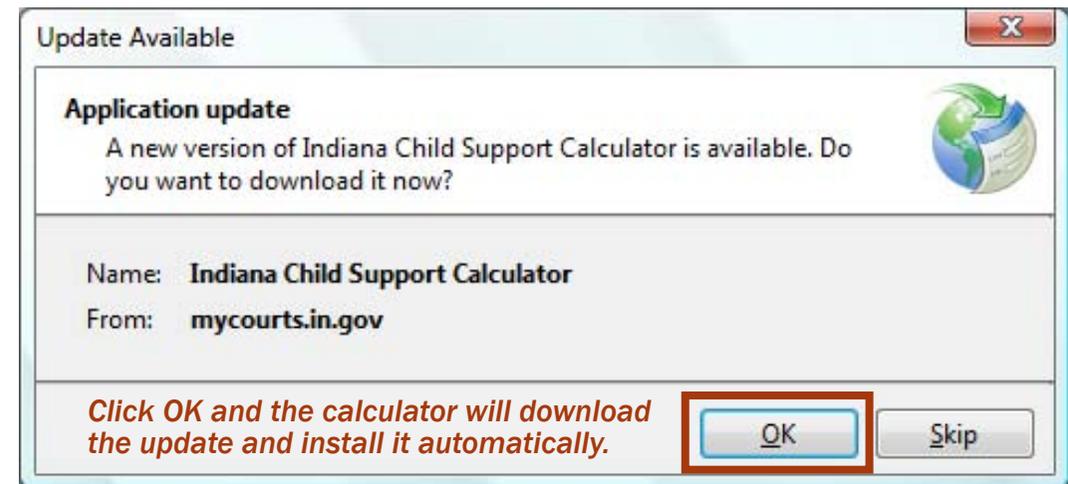
To download the installation file and install the calculator, go to the following website and follow the instructions on the page:

<http://courts.IN.gov/childsupport/windows.html>

Updates

Each time you open the calculator, the software will check for an update (if your computer is connected to the Internet).

You should make a habit of running the calculator while connected to the Internet, if possible, to ensure that your calculator remains up-to-date. However, an Internet connection is not required to use the calculator.



Part Two: The First Time You Open the Calculator

Setting Calculator Options

The first time you open the calculator, you will be directed to customize several options based on your preferences.

A. Save to web

Turning on the **SAVE TO WEB** feature enables an option in the **FILE MENU** that allows you to choose to save a calculation to the web server, just as calculations are saved with the online calculators.

This option is disabled by default, which hides the feature from the **FILE MENU**. Enabling this option does not mean that all of your calculations will be saved to the web; it simply provides a function that allows you to do so if you choose.

You are free to disable and enable this feature at your leisure. So, for example, if you will rarely save a calculation to the web, you can keep the feature disabled. But on that rare occasion that you need to save to the web, you can enable this feature and the option will be added to the **FILE MENU**.

Options

Customize your calculator by setting your preferences among the options below.

Saving calculations to the web and opening calculations from the web.

This calculator was designed to work in conjunction with the online calculators for parents and practitioners, but you can turn these features on or off below.

A Save to Web
You have the option to save a calculation to the web so it can be opened by one of the online calculators (by a client, another party to the case, the judge or mediator, etc.). When this feature is turned on, calculations will not automatically save to web; you will still need to choose Save to Web when saving.
 Disable Save to Web

B Open from Web
You have the option to open calculations that have been saved to the web. This feature allows others to share calculations with you.
 Disable Web Loading

C Forms Save Location
Choose the location on your computer where you would like child support forms generated by this calculator to be saved.
Browse

D Forms Prepared By:
You may display your name and/or title on the forms you create. You can add this information on Step 2 each time you use the calculator, or you can add it here and it will be applied to all of your calculations.

E Case Prefix: (ex. 27, 36, 49D01)
Enter the sequence your case numbers always start with here. For example, if you're the judge of Steuben Superior Court, add 76D01 here to add it to all of your calculations. Or if you're an attorney who practices only in Marion County, add 49 here.

Note: As with the online calculators, full names, case numbers and captions, and preparer information will never be saved on the Court's web server.

Save Cancel

Figure 1. These are the default options settings. The only option you are required to set before using the calculator is the Forms Save Location.

Part Two: The First Time You Open the Calculator

B. Open from web

Turning on the **OPEN FROM WEB** feature enables an option in the **FILE MENU** allowing you to open a calculation that was saved to the web with one of the online calculators (or that was saved to the web by the Windows calculator). To open a calculation from the web, you will need to have the same 32-character Transaction ID produced when the calculation was originally saved.

This feature is enabled by default. Disabling this feature will hide it from the File Menu.

C. Forms Save Location

The calculator will produce child support forms in PDF format for use in court. You will need to choose where on your computer you wish those forms to be stored.

You must select a location to save the forms before you can begin using the calculator.

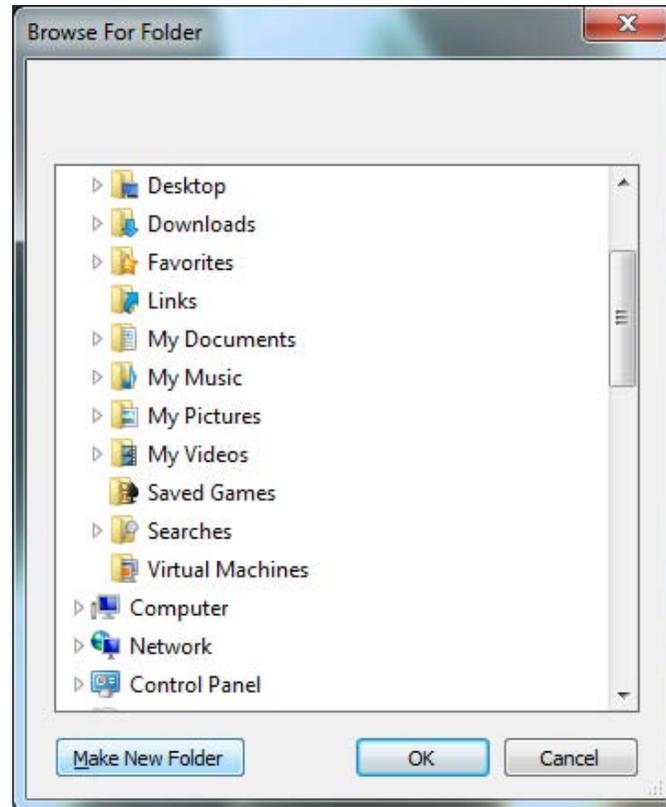


Figure 2. When choosing a Forms Save Location, clicking in the location field or clicking on the browse button will open the window (or similar) shown above. If you wish to make a new folder for your forms, click the Make New Folder button in the lower left.

D. Forms Prepared By

Forms created by the child support calculator have a place in the footer to record the form preparer. If you wish to have this field automatically completed each time you create a calculation, add your name in this section of the Options Panel.

E. Case Prefix

To have a case number prefix automatically included in the calculator, enter your preferred case number to this section of the Options Panel.

For example, if you are the judge of Steuben Superior Court, you would enter 76D01. If you are an attorney who only practices in a particular county, you'd enter that county's number.

For a complete list of court identifiers, see [Indiana Administrative Rule 8](#).

Part Three: Parts of the Calculator

Calculator Menus & Tabs

All of the functions in the calculator are available through three menus.

File Menu

This is the menu you'll use the most. The file menu includes:

- **NEW CALCULATION.** Opens a new, blank calculation for your data entry.
- **OPEN.** Opens a saved calculation from your computer.
- **OPEN FROM WEB.*** Opens a calculation that has been saved to the web; requires a 32-character Transaction ID.
- **SAVE.** Saves your open calculation to your computer.
- **SAVE AS.** Saves your open calculation to your computer under a different name. Use this feature to duplicate the data you entered and go back to edit criteria.
- **SAVE TO WEB.*** Saves your open calculation to the web and provides a 32-character Transaction ID to share the calculation.
- **EXIT.** Closes the calculator.

* Only available if enabled in Options.

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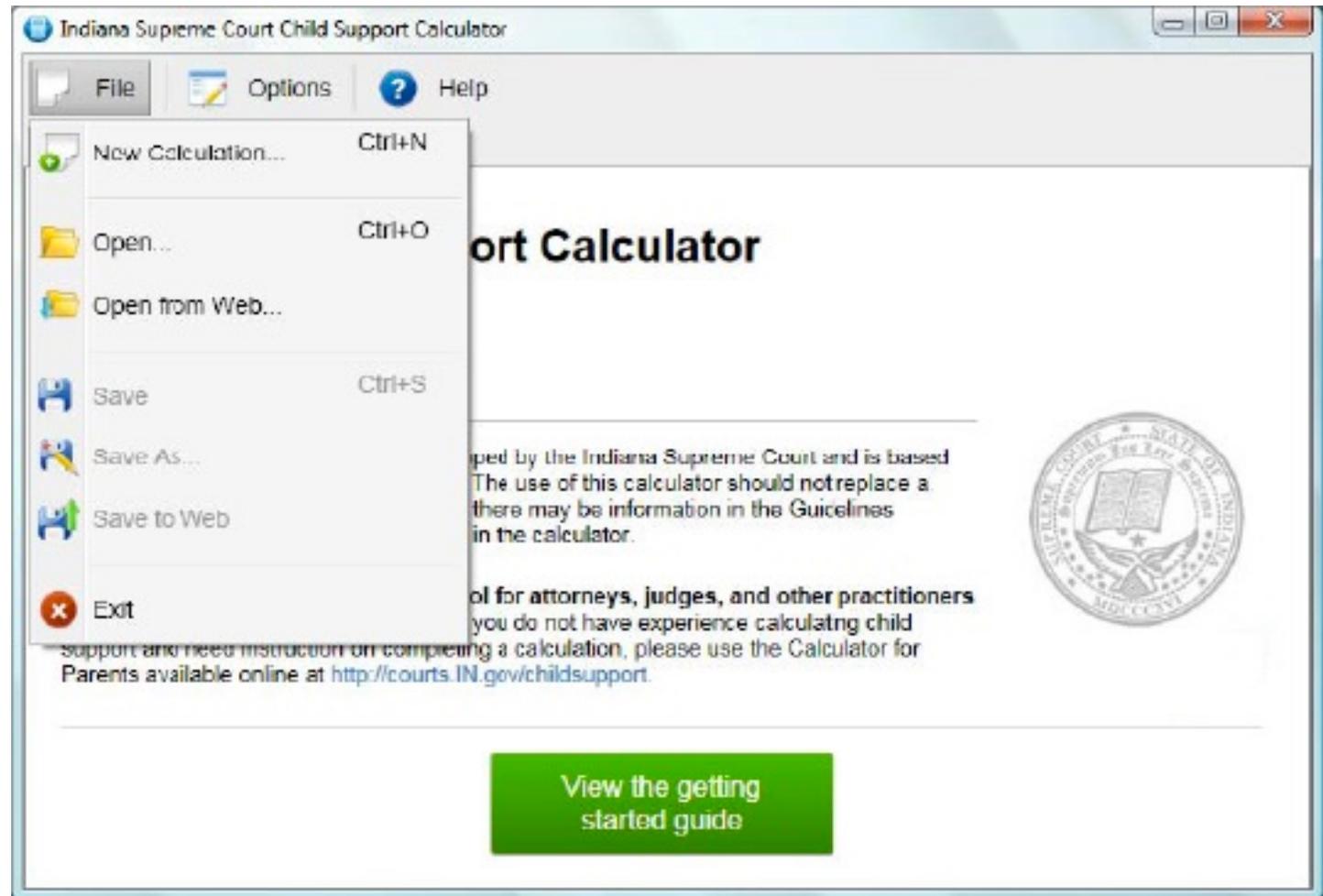


Figure 3. The file menu contains most of the calculator's functionality. On the right side of the menu, you'll find shortcuts for common operations. For example, hold CTRL and S on your keyboard at the same time to save your open calculation.

Part Three: Parts of the Calculator

Calculator Menus & Tabs

(cont'd)

Options Menu

Clicking the **OPTIONS MENU** opens the **OPTIONS PANEL** described on [page 3](#).

Help Menu

The **HELP MENU** provides access to the **GETTING STARTED GUIDE**, information about the calculator (which is always open as the first tab of the calculator), and online resources such as blank forms, statutes, and rules.

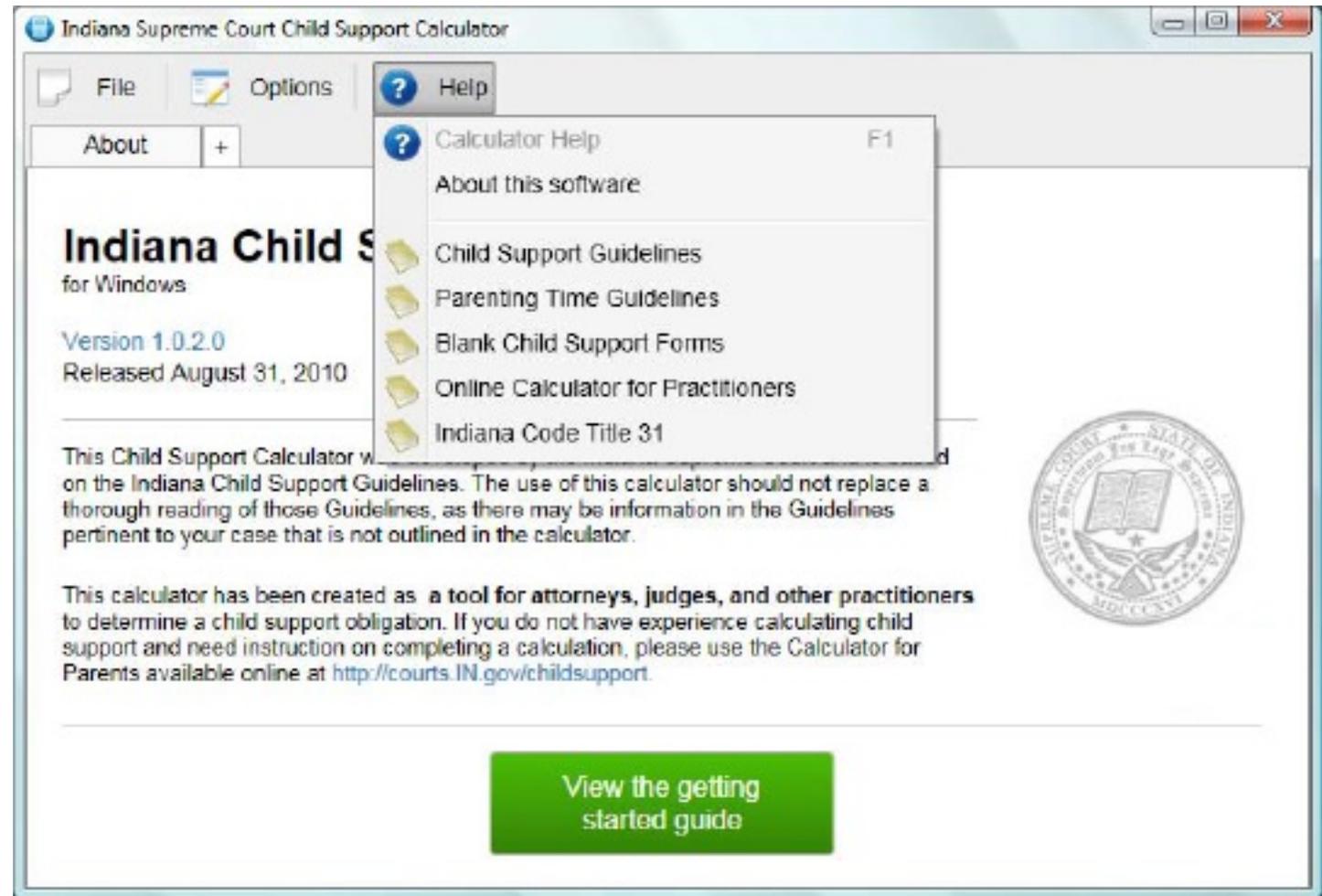


Figure 4. The help menu is divided into two sections. The top section includes help resources installed with the calculator. The bottom section includes resources available on the State of Indiana website.

Part Three: Parts of the Calculator

Calculator Menus & Tabs

(cont'd)

Tabs

When the calculator is open, the main screen will show information about the current version in a tab. When you open a new or saved calculation, each calculation will also appear in a tab (see Figure 5).

There is no limit to the number of tabs you can have open at one time. However, the more tabs you have open at one time, the more this will tax your PC's memory. This will vary by system, but it can make the calculator and other open software run slower.

Clicking on the tab title will bring it to the front. Clicking the X at the right edge of the tab will close the calculation. If you haven't saved your work, you will be prompted to before the calculation closes.

Clicking the + to the right of the open tabs will open a new calculation.

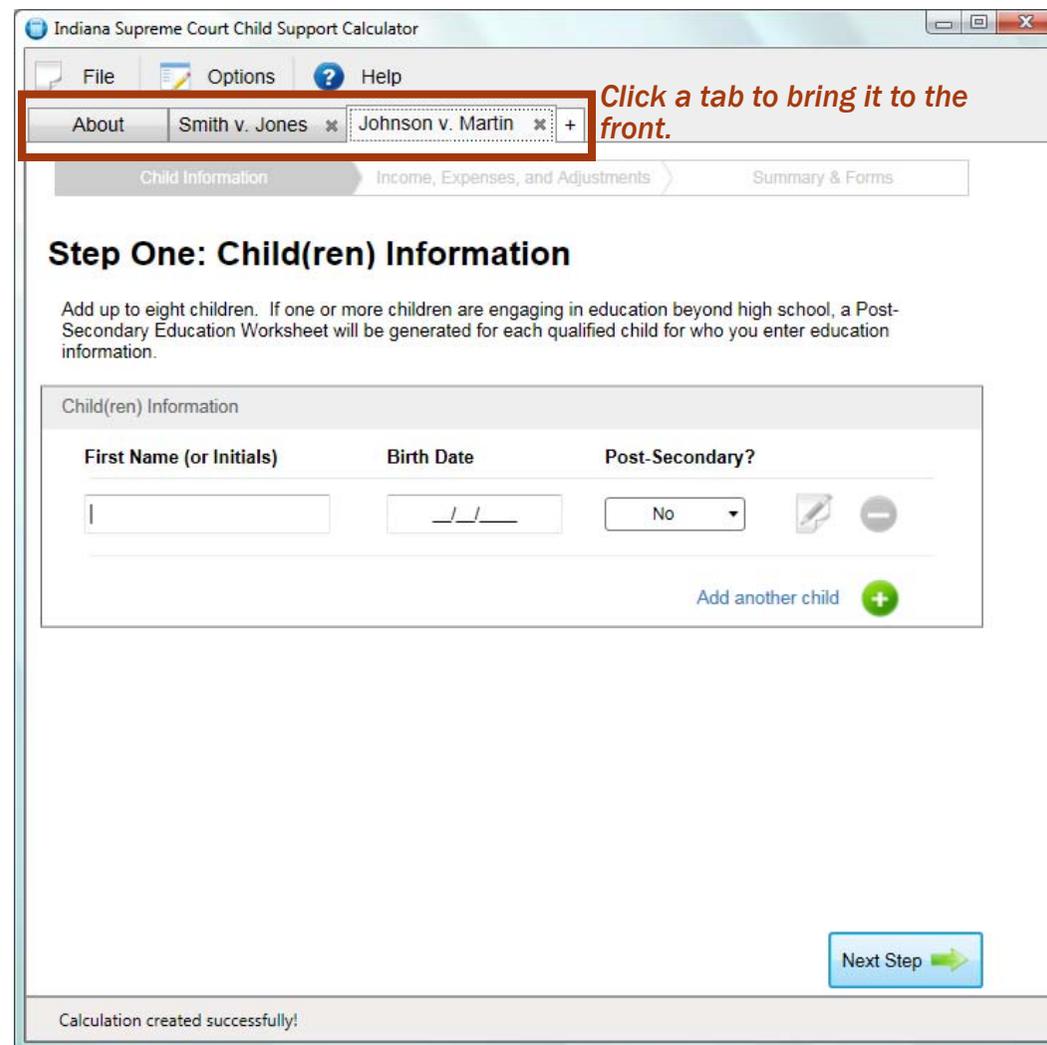


Figure 5. The calculator uses tabs to differentiate between open files. This works in the same way as Internet Explorer tabs, which allows you to have multiple websites open at one time and easily switch between them.

Part Four: Opening New and Saved Calculations

Starting a New Calculation

There are three ways to start a new calculation:

- Go to the **FILE MENU** and **SELECT NEW CALCULATION**; or
- Press **CTRL+N** on your keyboard; or
- Click the **+** to the right of the open tab(s)

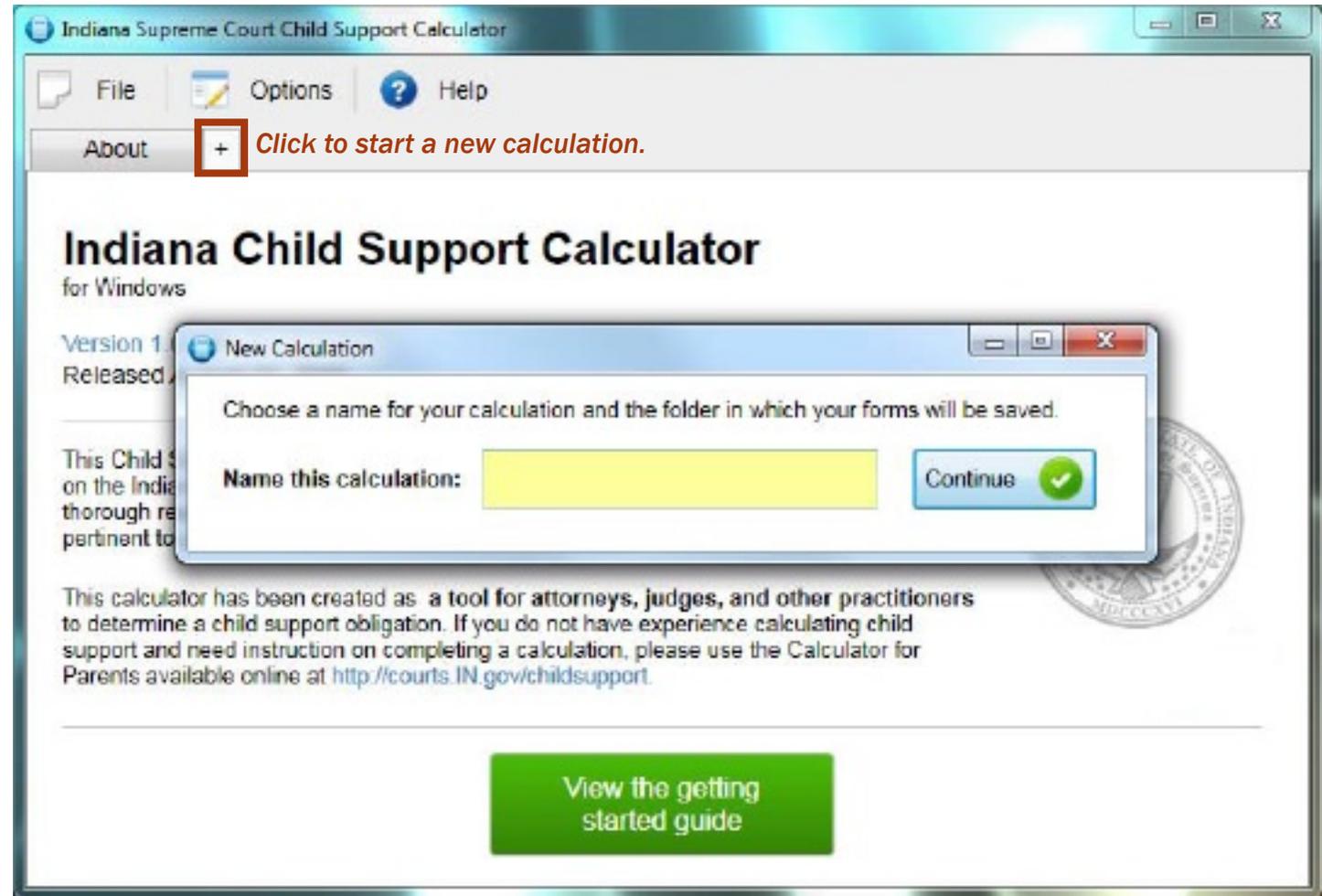


Figure 6. As with Internet Explorer, clicking the plus (+) opens a new tab. A new tab will load a new calculation, which you must name before entering the case information. Calculations must be named so the calculator can create a folder of the same name on your computer to store the forms.

Part Four: Opening New and Saved Calculations

Opening a Saved Calculation

To open a calculation saved to your computer, go to the **FILE MENU** and choose **OPEN**.

You will then be presented with a window that lists all of your saved calculations (see Figure 8).

By default, they are organized so that the most recently saved files are listed at the top. You may click the **NAME** heading to organize them by file name.

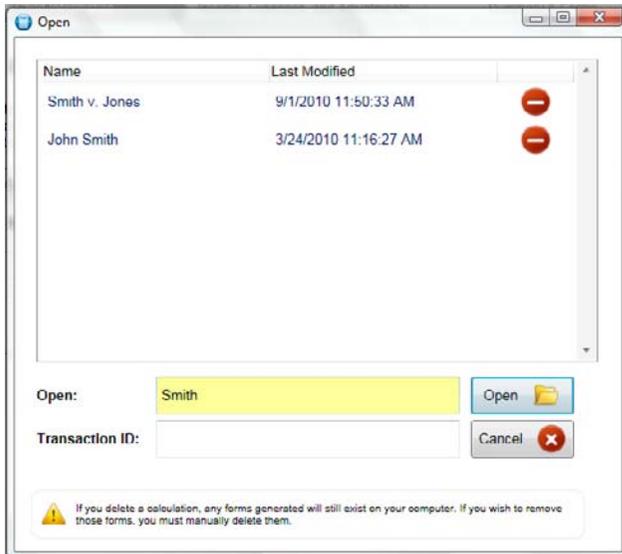


Figure 7. Type in the open field to filter the file list.

Like with any software, you should have a system for naming files that makes sense to you. For example, save all calculations by cause number, last name, or case caption.

You can type right into the **OPEN** field to filter the list, so if you have 2 files that include the name “Smith,” typing “Smith” into the **OPEN** field will narrow the list to those two files (see Figure 7).

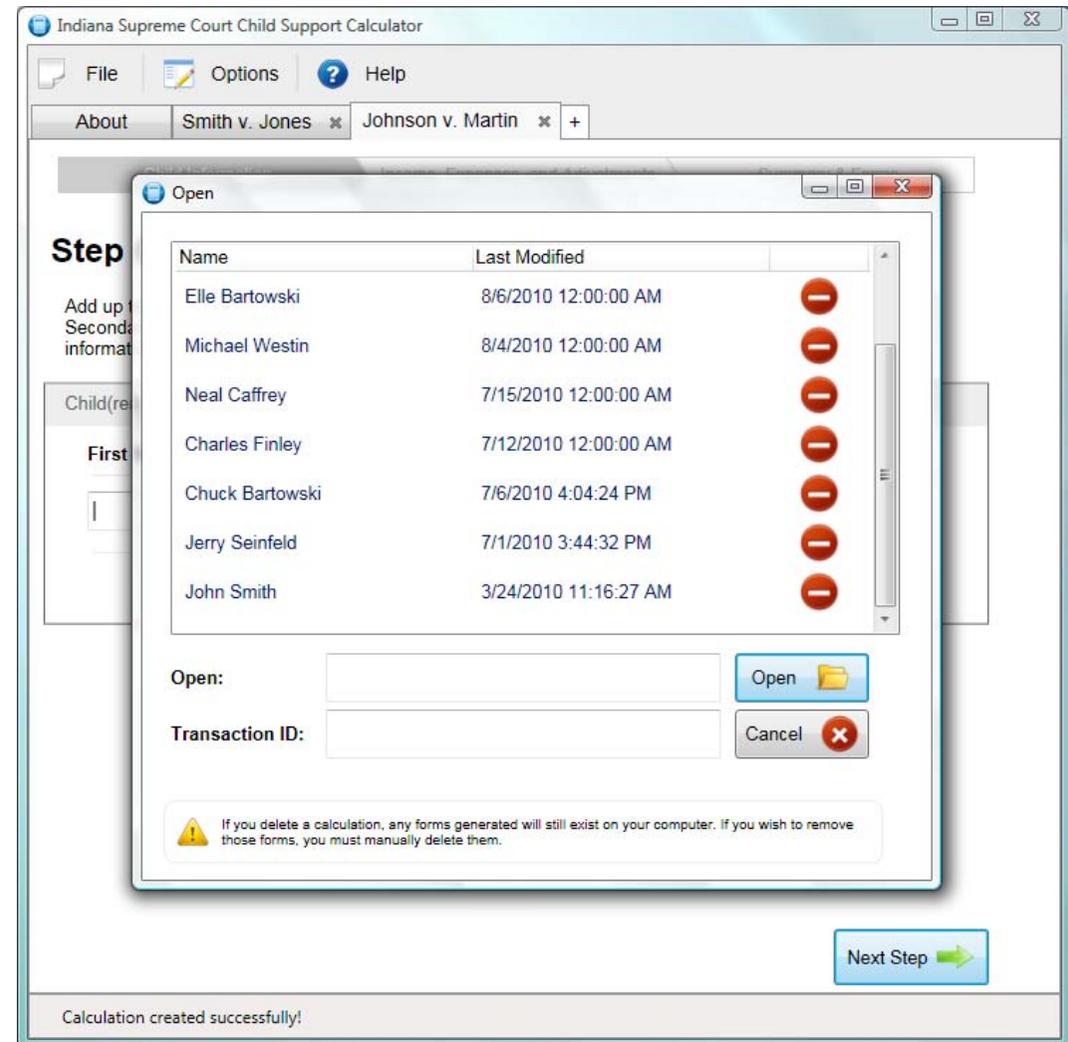


Figure 8. The Open window lists all of the calculations you’ve saved. If you wish to delete a calculation, you may do so from this window by clicking the red icon to the right of the file listing, but deleting a calculation will not delete the forms. This will allow you to remove old calculations that you’ll never access again, but retain the forms.

Part Four: Opening New and Saved Calculations

Opening a Saved Calculation from the Web

To open a calculation that is saved on the web, go to the **FILE MENU** and choose **OPEN FROM WEB**.

You will then be presented with a window that prompts you to enter a transaction ID a local save name (see Figure 9).

The **TRANSACTION ID** is the 32-character code that was given to the user when they saved the calculation to the web. That number is required to import the calculation into the Windows calculator. The user who shares a calculation can copy and paste that number into an email, or you may find the number printed at the bottom of the forms created for that calculation.

In the **SAVE LOCALLY AS** field, you must provide a filename to save the calculation locally. You should name the calculation like you would name any other calculation you create.

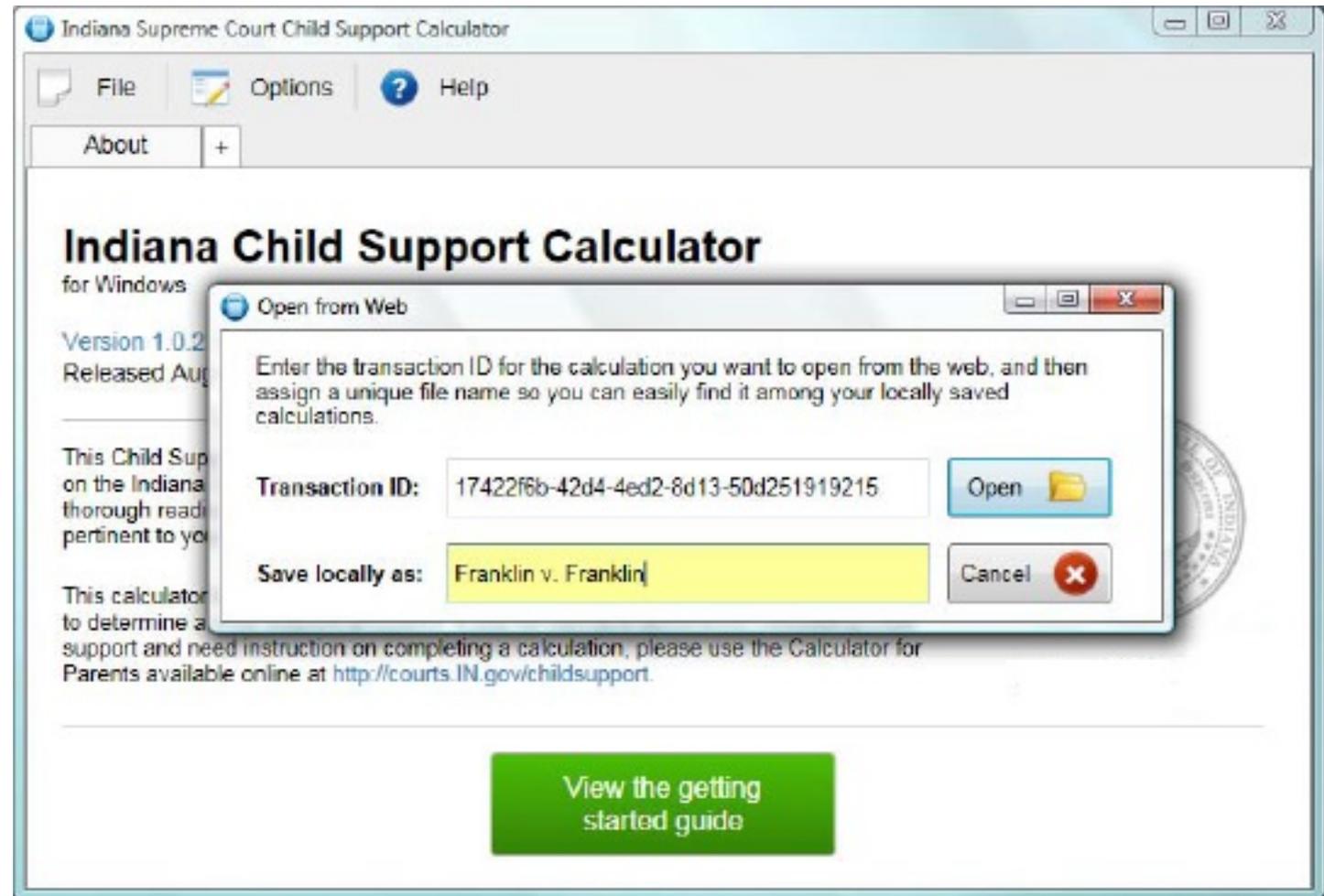


Figure 9. The Open from Web window requires you to enter a 32-character transaction ID and designate a file name to save the calculation to your computer.

Part Five: Saving Calculations

Saving a Calculation to Your Computer

There are three ways to save a calculation to your computer:

- Go to the **FILE MENU** and **SELECT SAVE**. If the Save option is disabled, you haven't made any changes since your last save; or
- Press CTRL+S on your keyboard; or
- To save a calculation with a different file name, go to the **FILE MENU** and **SELECT SAVE AS**. This will allow you to duplicate calculations and to make comparisons based on differing criteria.

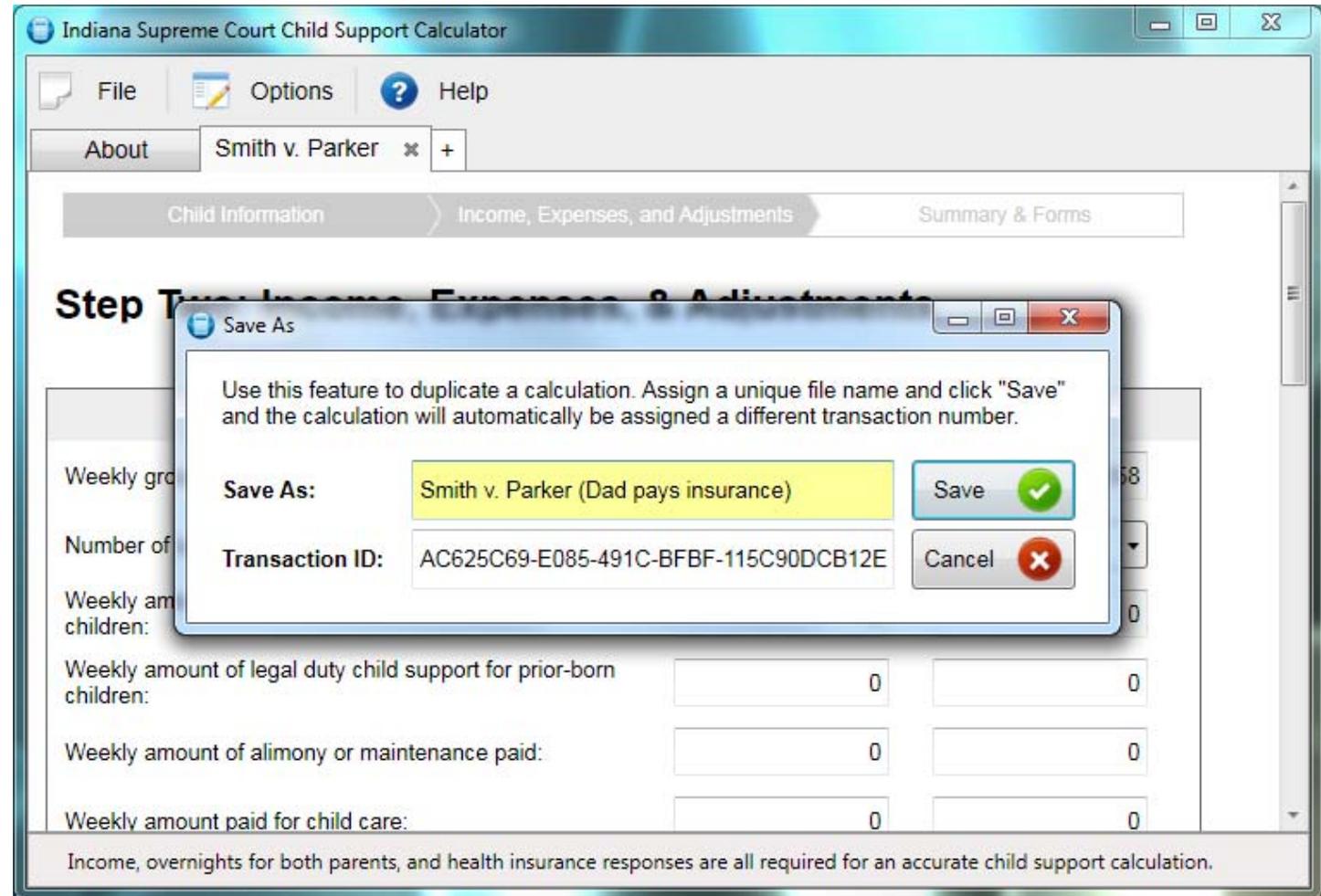


Figure 10. When you choose to Save As, you only need to specify a file name. A new transaction ID is automatically created by the calculator. All calculations have a transaction ID whether or not they are saved online, but if you save a calculation online, it will have the same transaction ID it has when saved on your computer.

Part Five: Saving Calculations

Saving a Calculation to the Web

To save a calculation to the web, with the calculation open, go to the **FILE MENU** and choose **SAVE TO WEB**.

You will then be presented with a window that gives you the transaction ID and a button to copy the ID (see Figure 11).

The **TRANSACTION ID** is a 32-character code that a user will need to open a calculation that is saved to the web. You can paste this ID into an email and share the calculation with other parties to the case for input and review.

Once a calculation is saved to the web, it can be accessed using any of the calculators, including both online calculators and the calculator for Windows. If a user loads a calculation you saved to the web and makes changes, you will want to open the calculation from the web the next time you need to access it to receive those changes. If you do this, any changes made by the other user will overwrite your original calculation.

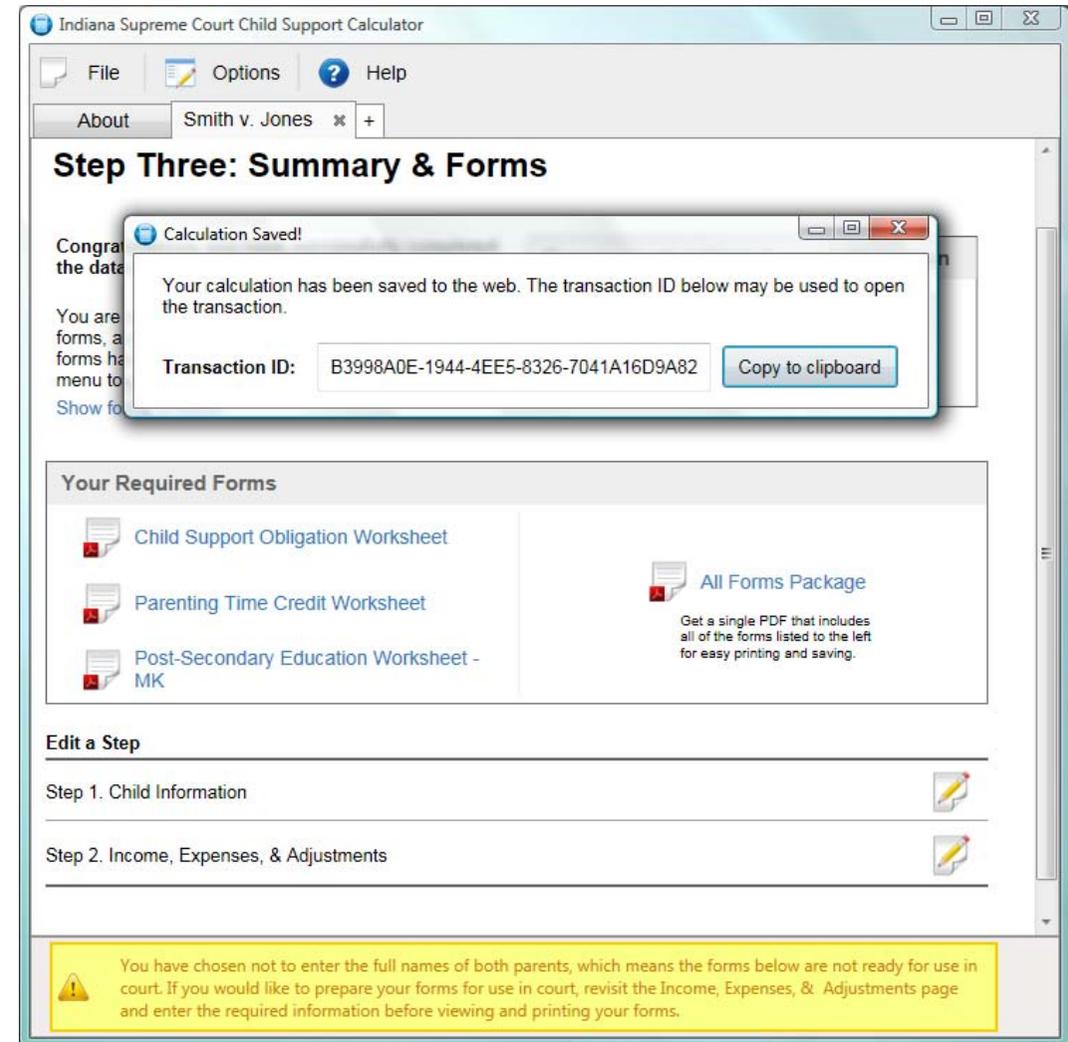


Figure 12. When you save a calculation to the web, it becomes accessible through any of the three child support calculators using the 32-character transaction ID presented to you upon saving. Clip the “Copy to Clipboard” button to copy the ID and paste it into an email, document, or case management system.

Part Six: Accessing Forms

Opening Forms Created by the Calculator

When you complete a calculation, PDF forms will be generated by the calculator.

You must have a PDF reader installed on your computer to view and print forms. See [System Requirements](#) for more information.

At the end of the calculation, you are presented with a **SUMMARY SCREEN** that shows the weekly support obligation, links to open forms individually or as a package, and an **EDIT A STEP** section that allows you to return to each step of the calculator and make changes.

Only required forms will be generated by the calculator. For example, if there are no children in post-secondary education, the calculator will not produce a Post-Secondary Education Worksheet. Similarly, if the non-custodial parent is not eligible for a parenting time credit, a Parenting Time Credit Worksheet will not be generated.

You can open the forms directly from the **SUMMARY SCREEN** or click the **SHOW FORMS IN FOLDER** link to open the folder where they are stored in Windows Explorer.

You can also open the forms from your PDF reader or from Windows Explorer without opening the Child Support Calculator. The forms generated by the calculator are stored separately from the calculations, so when you delete a calculation, the forms will remain on your computer unless you specifically delete them.

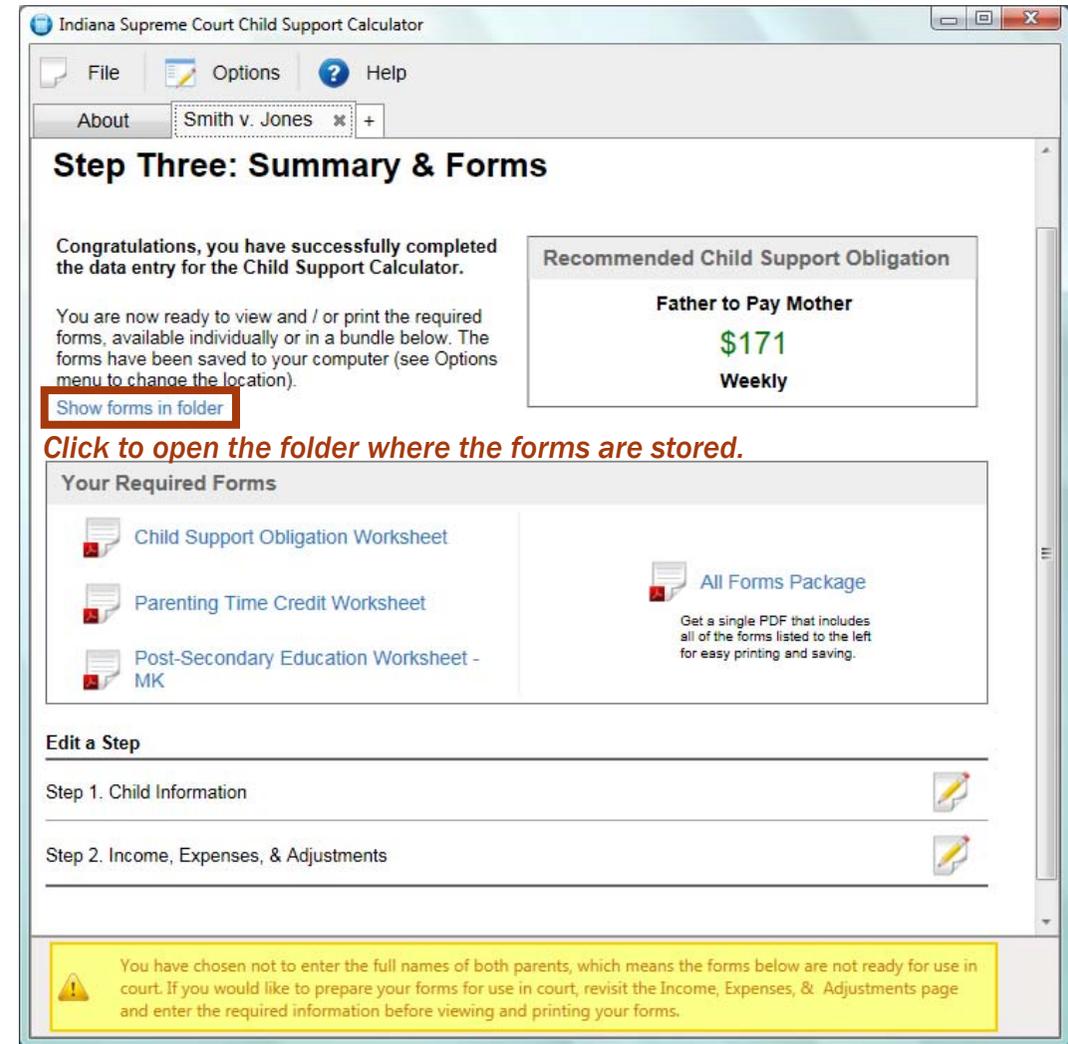


Figure 13. The “Show forms in folder” link will show you where on your computer your forms are stored. This is helpful if you want to print the forms without opening the calculator or attach the forms to an email or record in a case management system.

Part Seven: Frequently Asked Questions

The calculator isn't generating one of the child support forms

Child Support Obligation Worksheet (CSOW).

If the calculator is not generating an obligation amount on the **SUMMARY PAGE** or a **CHILD SUPPORT OBLIGATION WORKSHEET**, then one of the following pieces of information is missing: child information, weekly gross income of both parents, or annual overnights of both parents.

Parenting Time Credit Worksheet (PTCW).

If the non-custodial parent has fewer than 52 overnights, that parent will not be awarded a parenting time credit and the **PTCW** is not required, and therefore is not generated by the calculator.

In situations of third party custody where both parents must pay an obligation to a third party, the **PTCW** will not be generated because a parenting time credit is not automatically awarded.

Post-Secondary Education Worksheet (PSEW).

If none of the children entered into the calculator are engaging in post-secondary education, a **PSEW** will not be generated.

The calculator is creating a child support obligation for both parents (on the Summary page and on the Child Support Obligation Worksheet)

The calculator should only create an obligation for both parents if the total number of annual overnights for both parents does not add up to 365. In this situation, the calculator assumes that a third party has custody, and both parents are obligated to pay support to that third party.

I want to return to one of the steps to edit the information I entered.

On the Summary screen, under the section heading **EDIT A STEP**, click the Pencil and Paper icon corresponding to the step you wish to edit. Make changes, and then click the **SUMMARY** button at the bottom of the page.

My question isn't listed here

If you have a question that isn't listed here, you may email the webmaster at webmaster@courts.in.gov with your question. These FAQs will be updated with common questions and answers as they are identified.