

TABLE OF CONTENTS

TABLE OF CONTENTS	1
LOUISIANA CHILD SUPPORT CALCULATOR	2
WHY EXCEL?	2
CHANGES TO THE PROGRAM.....	2
HIRE AN ATTORNEY – ATTORNEY INSTRUCTIONS	2
NOT SOFTWARE.....	2
INSTALLATION INSTRUCTIONS	3
DOWNLOADING THE TEMPLATE	3
INSTALLING THE TEMPLATE	4
PROTECTING THE FILE	4
DESKTOP ICON (OPTIONAL)	5
OPENING THE TEMPLATE	7
NAVIGATING THROUGH THE TEMPLATE	7
THE DATA SHEET SCREEN	8
ENTERING DATA – THE DATA SHEET	8
TOP OF THE DATA SHEET.....	8
CASE INFORMATION	9
CHILDREN INFORMATION AND CHILD SUPPORT	9
WHY DO I HAVE TO ENTER CHILDCARE FOR EACH CHILD AND FOR EACH PARENT RATHER THAN IN TOTAL?.....	9
SPLIT CUSTODY DOMICILIARY INFORMATION	10
INCOME AND OTHER ADJUSTMENTS TO SUPPORT	11
A CHILD CAN ONLY BE DIVIDED ONCE.	11
VISITATION CREDIT	11
PREPARED BY AND ROWS 55 THROUGH 61	11
WHAT ARE THESE LITTLE RED SIGNS IN THE SPREADSHEET?	12
HELP I’M LOST IN THE DATA SHEET!	12
THE MONTHLY INCOME TAB (OPTIONAL)	12
STANDARD CALCULATION (WORKSHEET A) AND SHARED CUSTODY CALCULATION SHEETS (WORKSHEET B)	12
DATA SHEET – POWER TIPS.....	13
1. Print out as many sheets as necessary	13
2. Throw away your calculator	13
3. Creating an audit trail in Excel, the mighty equals sign	14
SAVING THE FILE	14
PRINTING	14
ADOBE	14

LOUISIANA CHILD SUPPORT CALCULATOR

This is an Excel template that calculates child support worksheets A and B and will also make split custody support calculations. In order to use this template, you will need Microsoft's Excel program. As this is a template all layouts and calculations have been protected and you do not need to be proficient in the use of Excel. If you enter the information in the data section, the program will produce worksheets in compliance with Louisiana Revised Statute 9:315.20. The top of the data sheet shows the standard, shared custody and split report as you enter data so that you and your clients can immediately share the results of the computation.

WHY EXCEL?

Excel is a spreadsheet that most attorneys have purchased. The template is designed not only to calculate the child support correctly but also to leave an audit trail so that a busy practitioner can come back to a file later and quickly review how numbers were calculated. The Income Sheets included can help with more complex support calculations. For simpler calculations the sheets can be ignored and the formula's that bring in the calculation of income and expenses overridden.

CHANGES TO THE PROGRAM

The new version of the template includes the following changes and improvements:

1. Calculation of support for income up to \$40,000 per month
2. Reference to Plaintiff and Defendant, as well as the parties' names, so that practitioners can efficiently make support calculations under *United States v. Windsor*.
3. Display of types of Direct Payments made by the Plaintiff or Defendant on Worksheet A, and the types of Share of Payments made by the Plaintiff and Defendant in Worksheet B.

HIRE AN ATTORNEY – ATTORNEY INSTRUCTIONS

This template is designed to allow an individual to get an idea of how much child support might be payable, but is no substitute for legal counsel. If you are an attorney, please contact us at 985-674-1120 and we will send full instructions on using the template and a version of the template that does not include our logo.

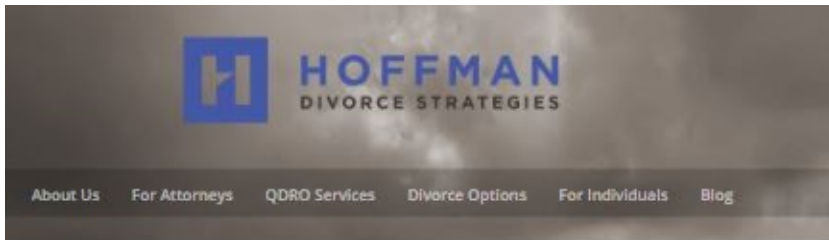
NOT SOFTWARE

No charge is made for the template, nor is there any guarantee that this template will make the correct calculation. We have protected the integrity of the template to prevent unintended mistakes to the best of our ability. Let us know of any problems you have and we will try to correct them.

INSTALLATION INSTRUCTIONS

DOWNLOADING THE TEMPLATE

Download the template from our “For Attorneys” page on our website [www.http://hoffmandivorcestrategies.com/for-attorneys/](http://hoffmandivorcestrategies.com/for-attorneys/) by clicking on the download “Louisiana Child Support Template.”



For Attorneys



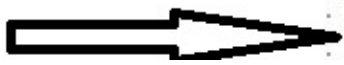
With our unique experience in accounting, financial planning and divorce financial analysis we help attorneys manage and win more cases for their clients.

Family Law Attorneys engage Hoffman Divorce Strategies to assist them with the preparation of defensible financial reports for negotiation or litigation.

Hoffman Divorce Strategies can work with you and your clients as a consultant or to provide expert testimony at trial or deposition. We are trained to work as part of a team in litigation, collaboration or as a private financial mediator. We can meet with you, your clients and opposing counsel face to face or virtually using GOTO MEETING™.

Downloads

- Andrew Hoffman CV
- Community Property Questionnaire
- Child Support 2016
- Instructions for Child Support 2016



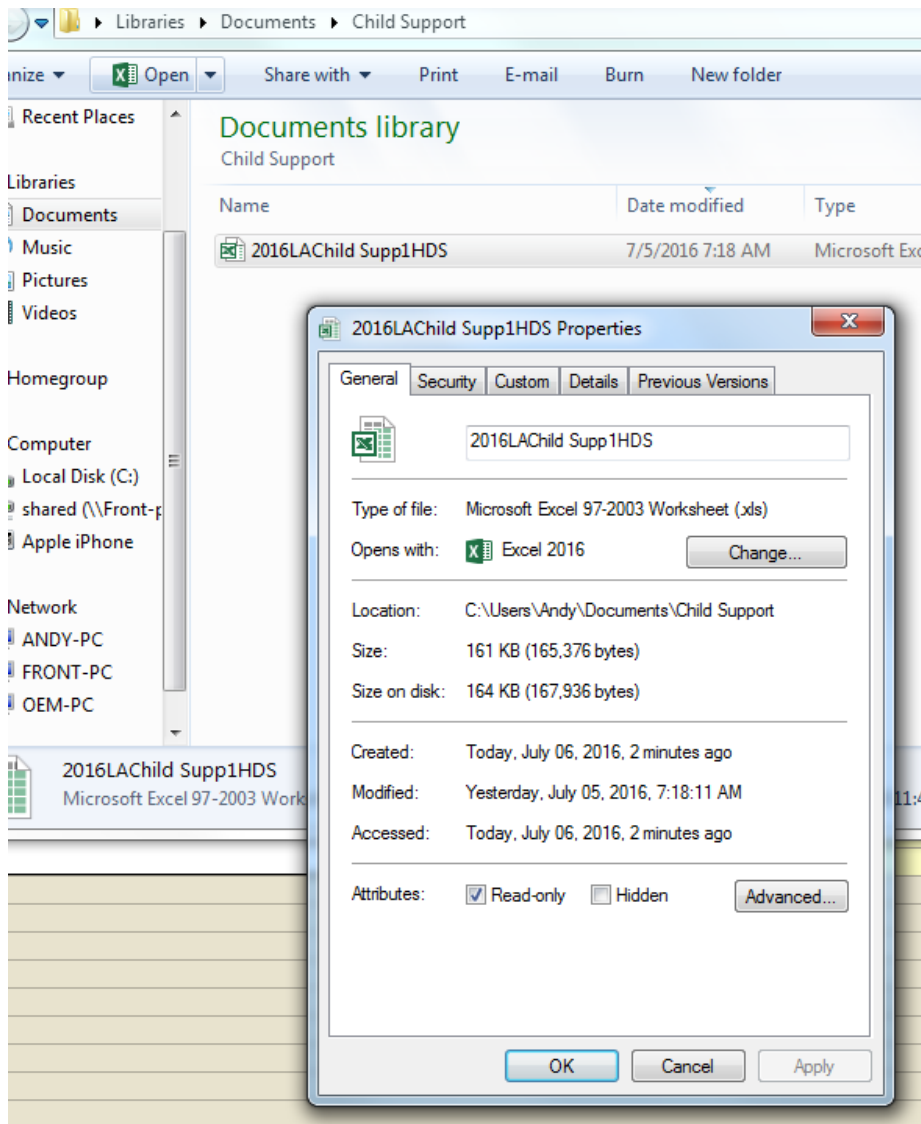
INSTALLING THE TEMPLATE

We recommend that you install the file into a separate folder named Child Support. These instructions assume that you will create the folder in “My Documents” on your computer but the file can be created anywhere on a network drive that is shared.

Choose “Start” and “Documents”. Right click in a clear area and choose “New” then “Folder”. Enter the name “Child Support” (or whatever you wish to name the folder). Copy move or download the file “2016LACHild Supp1HDS” into the folder you have created.

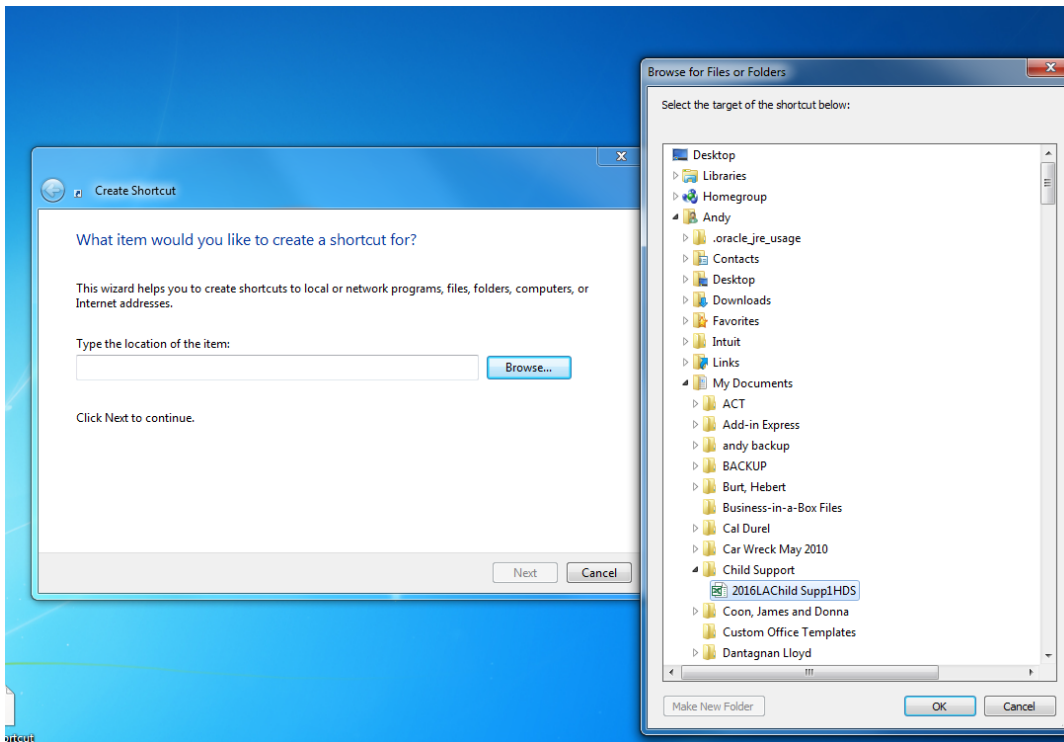
PROTECTING THE FILE

To protect the original file so that no changes can be made to the master, right click on the file LACHildSupp1.pub.xls and make sure that the Attributes “Read-only” is checked, then choose “Apply” and finally choose “OK” to close the window:

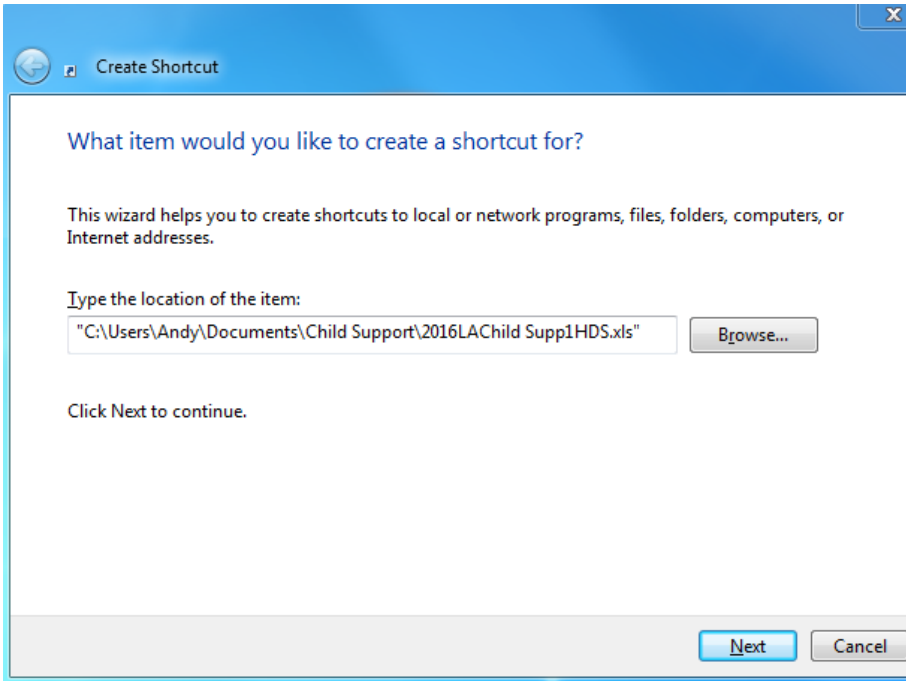


DESKTOP ICON (OPTIONAL)

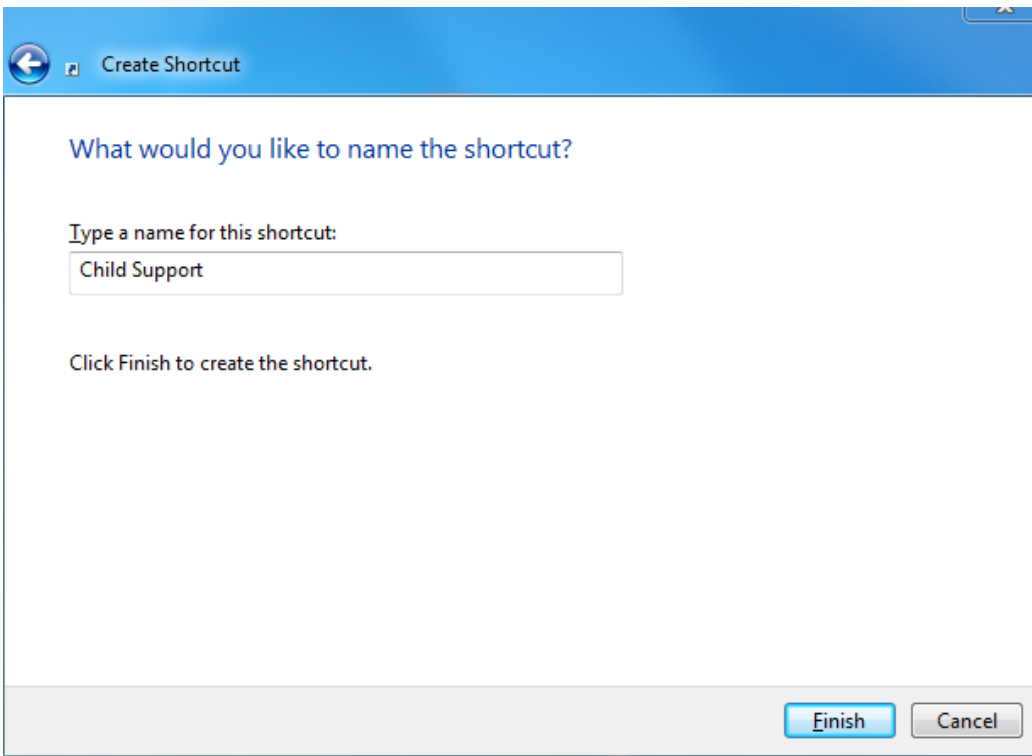
To set up a desktop icon so that you can start the template from the desktop, place the mouse arrow on a space on the desktop. The fastest way to get to the desktop is to Right click on the blue ribbon to the right of the start button (usually at the bottom of the screen) and choose “Show the desktop.” Then click on an empty part of the desktop and choose “New” and then “Shortcut”. Browse to the location where you copied the template and choose the file “2016LACHild Supp1HDS.xls” and then choose “OK.”



After you choose “OK” the file name and path will appear in the create shortcut box:



Name the shortcut (“Child Support” works for most people),.



Click finish and the icon will appear on your desktop. If you feel adventurous you can right click on the icon and select “Change Icon” if you prefer a different icon. For example:



If you want to be able to start the template from the start menu place the mouse arrow over the desktop icon, left click and hold, then drag the icon onto the Start Button and choose “Pin to Start Menu.”

OPENING THE TEMPLATE

Double click on the desktop icon to open the template. If your macro settings in Microsoft Excel™ show that the file has macros, choose “Enable Content”. The file will load and the data entry screen will appear. If the data entry screen does not appear, click on the tab marked data at the bottom of the screen.

We’re finally ready to calculate some child support. No, you will not have to reinstall the program under normal conditions if you have protected the master file.

NAVIGATING THROUGH THE TEMPLATE



The template is composed of seven sheets that show as tabs at the bottom of the template

1. Data; where support information is entered and computed standard and shared custody is displayed.
2. Income; for more complex cases where either spouse has complex income sources. This sheet can be ignored for simpler calculations.
3. Std Calc; the standard calculation (Worksheet A)
4. Shared Custody; the shared calculation (Worksheet B)
5. Split Calculation Pl – Worksheet A for children domiciled with the Plaintiff.
6. Split Calculation Df – Worksheet A for children domiciled with the Plaintiff.

7. Guideline Sheet where the Guideline Child Support amounts can be viewed but not changed. The template computes child support for up to six children and up to \$40,000 monthly income.

To move from sheet to sheet left click on the tabs at the bottom of the template.

The formulas in the template are hidden and protected. If you attempt to enter information in any cell that is protected Excel will warn you that the cell is protected and read only to prevent you from entering information that could compromise the integrity of the calculations.

THE DATA SHEET SCREEN

ENTERING DATA – THE DATA SHEET

When the data sheet opens the active cell should be in cell “B 10” or “Plaintiff” column to the right of the cell marked “Court”. If it is not, see the section “Help I’m lost.” Begin entering the information. As you finish entering information in each cell you can move to the next cell by hitting enter or the up/down/right/left arrows. This information allows the template to calculate the child support and transfers the information to the Std Calc and Shared Custody and Split Calculation Sheets.

TOP OF THE DATA SHEET

The top of the Data Sheet will show you the case information and various support options. As you fill in the information it will show you the standard, shared and split custody support payment due and the name of the Plaintiff and the Defendant. Wherever you move in the sheet the top 9 rows the first column will always appear. Until you enter domiciliary, child and financial information the standard, shared and split custody child support at the top of the sheet remains at zero.

	A	B	C
1			
2	Division		
3	vs.		
4	DATA ENTRY SHEET		
5		Plaintiff	Defendant
6	STANDARD CALCULATION	\$0.00	\$0.00
7	SHARED CUSTODY	\$0.00	\$0.00
8	9:315.9 (7) LIMITATION ON SHARED CUSTODY SUPPORT		
9	SPLIT CUSTODY	\$0.00	\$0.00

CASE INFORMATION

Entering data through Rows 10 through 16 (Column B only) will complete the case information, and for worksheet A define the domiciliary parent. Until the Domiciliary Parent is entered in B 16 no standard support can be calculated.

	A	B	C
1			
2	Division		
3	vs.		
4	DATA ENTRY SHEET		
5		Plaintiff	Defendant
6	STANDARD CALCULATION	\$0.00	\$0.00
7	SHARED CUSTODY	\$0.00	\$0.00
8	9:315.9 (7) LIMITATION ON SHARED CUSTODY SUPPORT		
9	SPLIT CUSTODY	\$0.00	\$0.00
10	COURT		
11	CASE NO.		
12	PARISH		
13	DIV/CT RM		
14	PLAINTIFF'S NAME		
15	DEFENDANT'S NAME		
16	DOMICILIARY PARENT ALL CHILDREN (PLAINTIFF OR DEFENDANT)		

CHILDREN INFORMATION AND CHILD SUPPORT

Rows 18 – 34 are for the information to name the children who are the subject of the support order and the related child support costs. The program uses the children's names to calculate the number of children for support. **Without a name no support will be calculated.** The children's birthday is an optional entry that will not change the result and the birthday is redacted on all Worksheets to protect the personal identity information of the children.

WHY DO I HAVE TO ENTER CHILDCARE FOR EACH CHILD AND FOR EACH PARENT RATHER THAN IN TOTAL?

The reduction of child care costs for the Federal Credit for Child and Dependent Care Expenses is required by 9:315. However, the Federal Income tax test for eligibility is that the parent who pays the child care **must be eligible** for the dependency exemption. To be eligible for the credit, the child must reside with the parent paying the child care for more than ½ of the year. So sometimes, it may be better to have the lower-earning parent pay the child care costs and receive a higher support payment if the child lives with them for more than ½ the year. This avoids the higher-earning parent paying the child care but not receiving the tax credit. (Publication 503 & 602).

	A	B	C
1	Division		
2	vs.		
3	DATA ENTRY SHEET		
4			
5		Plaintiff	Defendant
6	STANDARD CALCULATION	\$0.00	\$0.00
7	SHARED CUSTODY	\$0.00	\$0.00
8	9:315.9 (7) LIMITATION ON SHARED CUSTODY SUPPORT		
9	SPLIT CUSTODY	\$0.00	\$0.00
17	CHILD NAME (1)		
18	BIRTHDAY (1)		
19	UNDER AGE 13 MONTHLY CHILD 1 CARE COSTS		
20	CHILD NAME (2)		
21	BIRTHDAY (2)		
22	UNDER AGE 13 MONTHLY CHILD 2 CARE COSTS		
23	CHILD NAME (3)		
24	BIRTHDAY (3)		
25	UNDER AGE 13 MONTHLY CHILD 3 CARE COSTS		
26	CHILD NAME (4)		
27	BIRTHDAY (4)		
28	UNDER AGE 13 MONTHLY CHILD 4 CARE COSTS		
29	CHILD NAME (5)		
30	BIRTHDAY (5)		
31	UNDER AGE 13 MONTHLY CHILD 5 CARE COSTS		
32	CHILD NAME (6)		
33	BIRTHDAY (6)		
34	UNDER AGE 13 MONTHLY CHILD 6 CARE COSTS		

SPLIT CUSTODY DOMICILIARY INFORMATION

The program will show the names of all the children that you have entered in Column C of Rows 36 to 41 (the cells are gray to show that the program calculates the names, you cannot change these cells). If you wish to make a split custody support calculation you need to enter the Domiciliary Parent for each child in Column B of Rows 36 to 41. If you are not making a split custody calculation no entry is needed.

	A	B	C
1	Division		
2	vs.		
3	DATA ENTRY SHEET		
4			
5		Plaintiff	Defendant
6	STANDARD CALCULATION	\$0.00	\$0.00
7	SHARED CUSTODY	\$0.00	\$0.00
8	9:315.9 (7) LIMITATION ON SHARED CUSTODY SUPPORT		
9	SPLIT CUSTODY	\$0.00	\$0.00
35	<u>SPLIT CUSTODY DOMICILIARY PARENT INFORMATION</u>		
36	SPLIT CUSTODY DOMICILIARY PARENT (Plaintiff OR Defendant) (1)		Andrew
37	SPLIT CUSTODY DOMICILIARY PARENT (Plaintiff OR Defendant) (2)		Susan
38	SPLIT CUSTODY DOMICILIARY PARENT (Plaintiff OR Defendant) (3)		Stephanie
39	SPLIT CUSTODY DOMICILIARY PARENT (Plaintiff OR Defendant) (4)		Warren
40	SPLIT CUSTODY DOMICILIARY PARENT (Plaintiff OR Defendant) (5)		Alphonse
41	SPLIT CUSTODY DOMICILIARY PARENT (Plaintiff OR Defendant) (6)		Theresa

INCOME AND OTHER ADJUSTMENTS TO SUPPORT

Rows 42 – 52 are for the income, adjustments to income, direct payments and other adjustments to child support. The entry should be made in the column for the Plaintiff or the Defendant, based on the facts of the case.

A CHILD CAN ONLY BE DIVIDED ONCE.

In Row 52 you are only able to enter the Plaintiff’s shared custody percentage; the Defendant’s shared custody percentage is calculated by the program as 100%, less the Plaintiff’s share, when computing the shared custody support. This avoids children being more than 100% shared under the combined parents’ custody!

VISITATION CREDIT

Visitation Credit is entered in Row 53. If you do not require a split custody calculation, then only the non-domiciliary parent’s credit need be entered. The Visitation Credit is only applied to the Basic Child Support Obligation. The same credit is applied to all children of each party under the Split Custody calculation.

PREPARED BY AND ROWS 55 THROUGH 61

The preparer’s name may be entered in B54. Rows 55 through 61 show the calculation of child care costs and cannot be changed.

	A	B	C
1	Division vs. DATA ENTRY SHEET		
2			
3			
4			
5			Plaintiff
6	STANDARD CALCULATION	\$0.00	\$0.00
7	SHARED CUSTODY	\$0.00	\$0.00
8	9:315.9 (7) LIMITATION ON SHARED CUSTODY SUPPORT		
9	SPLIT CUSTODY	\$0.00	\$0.00
42	MONTHLY INCOME	\$0.00	\$0.00
43	PREEXISTING CHILD SUPPORT PAYMENT		
44	PREEXISTING SPOUSAL SUPPORT PAYMENT		
45	AMOUNTS PAID FOR PARTY'S MINOR CHILD NOT SUBJECT OF ACTION		
46	SOCIAL SECURITY PAID TO CHILDREN (ENTER IN COLUMN FOR PARENT ON WHOSE INCOME PAYMENT IS MADE TO THE OTHER PARENT)		
47	CHILD HEALTH INSURANCE PREMIUM PAID		
48	EXTRAORDINARY MEDICAL EXPENSES PAID		
49	EXTRAORDINARY EXPENSES PAID		
50	EXTRAORDINARY ADJUSTMENTS PAID, (CREDITED)		
51	CHILDS INCOME; FOR SPLIT CUSTODY ENTER FOR EACH PARENT		
52	SHARED CUSTODY ONLY - % OF TIME WITH	50.00%	50.00%
53	VISITATION CREDIT (FRACTION APPLIED TO BASE SUPPORT)		
54	PREPARED BY		

WHAT ARE THESE LITTLE RED SIGNS IN THE SPREADSHEET?

These are tips to help you complete the template. If you hold your mouse over them a little box comes up with some information. You can of course just pretend you know this information and impress clients, fellow guests at cocktail parties (no, we have not field tested this sheet at cocktail parties with a laptop), hearing officers, judges and of course less fortunate members of the Bar who don't have this spreadsheet.

	A	B	C
1	Division		
2	vs.		
3	DATA ENTRY SHEET		
4			
5		Plaintiff	Defendant
6	STANDARD CALCULATION	\$0.00	\$0.00
7	SHARED CUSTODY	\$0.00	\$0.00
8	9:315.9 (7) LIMITATION ON SHARED CUSTODY SUPPORT		
9	SPLIT CUSTODY	\$0.00	\$0.00
43	PREEXISTING CHILD SUPPORT PAYMENT		
44	PREEXISTING SPOUSAL SUPPORT PAYMENT		
45	AMOUNTS PAID FOR PARTY'S MINOR CHILD NOT SUBJECT OF ACTION		
46	SOCIAL SECURITY PAID TO CHILDREN (ENTER IN COLUMN FOR PARENT ON WHOSE INCOME PAYMENT IS MADE TO THE OTHER PARENT)		<i>State vs. Peters 174 So. 3d 1200 (La App1 Cir 6/5/15)</i> Benefits are applied as a credit against child support obligation on whose behalf benefit was received
47	CHILD HEALTH INSURANCE PREMIUM PAID		
48	EXTRAORDINARY MEDICAL EXPENSES PAID		
49	EXTRAORDINARY EXPENSES PAID		

HELP I'M LOST IN THE DATA SHEET!

If you get lost hold down the "Control" and "Home" Button together to get back to the beginning of the worksheet. If this doesn't work, try hitting "Escape" a couple of times before trying again.

THE MONTHLY INCOME TAB (OPTIONAL)

Complex Income, no problem! At cell B42 and C42 make sure that you do not make an entry if you have a complex income case. Click the tab Income and enter the income information on this sheet. If you enter income information on the data sheet and later wish to use the Monthly Income Sheet you can reestablish the link to the Monthly Income Sheet by typing "="+Monthly Income!'B50" in the Plaintiff's column (Cell B42) and "="+Monthly Income!'C50" in the Defendant's column (Cell C42). *Don't forget to use your Excel math to convert revenue to monthly amounts (see power tips below).*

STANDARD CALCULATION (WORKSHEET A) AND SHARED CUSTODY CALCULATION SHEETS (WORKSHEET B)

The information you enter into the Data and Monthly Income Sheets will automatically transfer to both sheets. **At the bottom of each sheet is a text box where you can type in information supporting the calculation. The box is below line 8 of the standard calculation and below line 14 of the shared computation.** The rest of the template is

protected and no entry can be made. Print any Worksheet you want and your child support order is ready.

DATA SHEET – POWER TIPS

The data sheet allows you and your staff to quickly work through support options. You will always be able to see the difference between the two calculated support methods and very quickly work through the financial effects of taking into account support changes and what ifs. Some power tips to help you in your use of the template:

1. **Print out as many sheets as necessary** to document your child support discussions with your client. While not necessary, it is strongly recommended that you print the data sheet to support how you calculated the final child support for your records.
2. **Throw away your calculator!**



Excel will allow you to make mathematical calculations in each cell. For example, if the husband's bi weekly gross income is \$3333 enter “=3333*26/12” in the husband's monthly income cell and the template will calculate the monthly income as \$7,222. The equal sign turns a single cell into a calculator. Excel basic math commands (there are many more!) are as follows:

+ = add	(=2+2 would equal 4)
- = subtract	(=4-3 would equal 1)
* = multiply	(=4*3 would equal 12)
/ = divide	(=22/2 would equal 11)

3. Creating an audit trail in Excel, the mighty equals sign

Entering “120/12” will show a formula and result of 10, but entering “=120/12” or “+120/12” will show a formula of “=120/12” and a result of 10. Entering “3333*26/12” will show 3333*26/12, but entering “=3333*26/12” or “+3333*26/12” will show a formula of “=3333*26/12” and a result of \$7,222. Using the equals sign speeds up review of a file later.

SAVING THE FILE

Choose “File” then “Save” to save the file. If you have properly made the template “read-only” when installing the template, you will be forced to save the file with a new name. When you click “OK” the Child_Support subdirectory will be displayed and you will be able to name the file and browse to whichever folder you choose (for most of us the client folder!). One suggestion is to name the file with the family’s last name and the case number and the Judicial District. So an example might be “Jones 2016-0000 22JDC K 2016.06.07”. The name of the file also appears at the bottom of the support calculation and monthly income spreadsheets. If you wish to save more than one copy of a support calculation, then the file name should be changed using the file “save As” command in Excel.

PRINTING

The data, monthly income, standard calculation and shared custody spreadsheets can be printed out. Click on the tab at the bottom of the screen to activate the sheet to be printed. The data is output on legal-size paper. A full printout of the guidelines has been disabled. Advanced Excel users can use shift click techniques to select multiple sheets for printing.

ADOBE

More recent versions of Excel allow the creation of a PDF version of any sheet by choosing the options of file and export. Users of Adobe can create Adobe documents from within the program.

License to Use

This is a free program. Please feel free to share it. It can be downloaded from the website www.hoffmandivorcestrategies.com.

Support

No support is offered. Complaints accepted and we will always try to improve.

Limited Liability

This template is a mathematical interpretation of the Louisiana Child Support Guidelines and is no substitute for legal advice from an attorney.