



How to complete an Application for Consent Orders (NEW) Family Law - WA

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
- Use the LEAP for Word add-in
- Add, edit and delete additional items in the Question panel
- Automatically calculate the figures entered
- Update and recalculate the Application for Consent Orders.

Supporting training material

Complete our new LEAP University course, [Family Law forms using LEAP for Word add-in](#), to learn how you can make the most out of this new innovation as well as a demonstration of using the Application for Consent Orders.

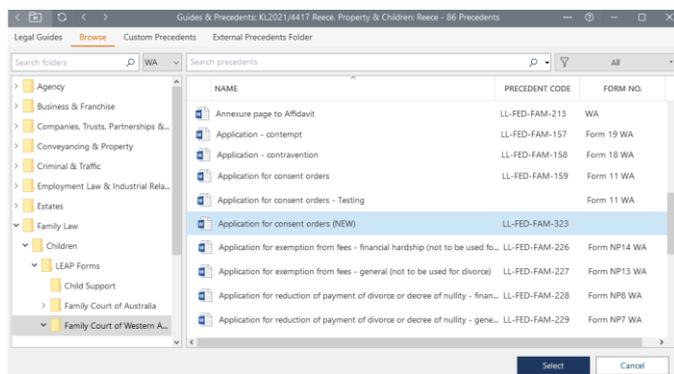
Where to find this document

- Located in all Family Law Matter types
- In your Matter, select [Guides & Precedents](#)



- Open the [LEAP Forms](#) folder in the Family Court of Western Australia folder [LL-FED-FAM-323]

LEAP Forms



Preparing your Matter to create Family Law forms

Form automation relies on correct completion of your Matter with all the relevant Party and Matter details. Once the client and other side table substitutions are set at Matter type, you should enter information for the following:

- Client card which should include:
 - address
 - contact details
 - date of birth
 - gender
 - occupation
 - interpreter details

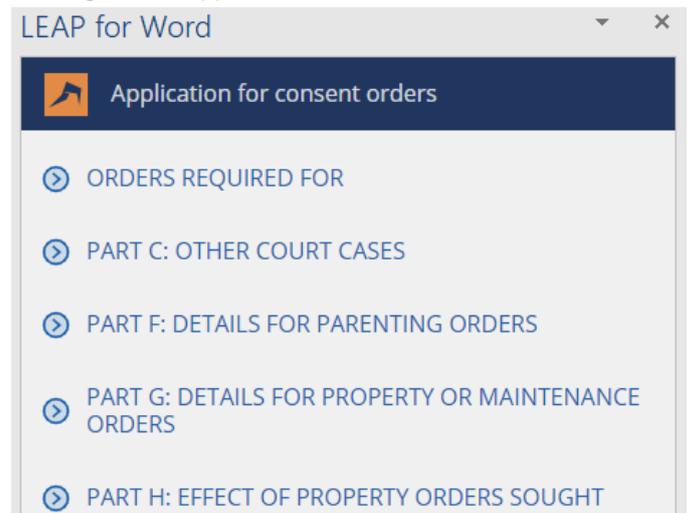
- Other side card and Other side's solicitor
- Critical Family Law details table
- Marriage / De facto separation table
- any Child and Child details table
- any Independent Children's Lawyer that may apply
- any Third Party and Third Party's Solicitor that may apply
- the Court card and Court details table including Court number

Remember with LEAP – you complete data once for use across multiple forms and precedents.

LEAP for Word add-in

LEAP for Word interface appears on the right-hand side of the form in a panel. Questions generate in this panel. The Question panel is where the relevant form data is entered replacing ASKS and FILLINS.

The section headings in the Question panel match the Part headings of the Application for Consent Orders:



Only sections of the form that require data completion are included in the panel as some sections and fields automate directly from the LEAP Matter.

If you need to add missing details to your Matter, click the [Bring to Front](#) button located on the LEAP ribbon:



to bring the Matter to the foreground to complete the missing details. Once your Matter is updated, remember to press the [Update](#) button on the LEAP ribbon:



Read more about installing and using the LEAP for Word add-in in our [article](#) on the Help Centre.

Navigating the panel

Collapse section headings by clicking on the LEAP icon  and selecting Collapse Sections from the menu.

Alternatively, clicking the individual section arrows  next to each section heading will collapse or expand the relevant sections in the panel.

Collapsing sections allows you to easily focus on the sections you are completing.



The panel sizing is controlled by Microsoft, therefore we have implemented the following features for your assistance:

Resize the panel by dragging left to the desired size.

Undock the panel by clicking the LEAP for Word heading and dragging the panel to a location on your screen or a secondary screen.

Redock the panel by simply double clicking on the LEAP for Word heading at the top of the panel.

Completing the Question panel

The Application for Consent Orders allows you to input information (drawn directly from your Matter) for:

- two Applicants
- two Respondents
- two Statements of Truth for each Applicant, Respondent and Third Party Respondent

Orders Required

Complete this section by selecting the checkbox that applies to the Orders being sought.

Unlike radio buttons, that require a single answer, you can select multiple checkbox options when various options apply here.

Each of the checkboxes below are dynamic and will only display, on the panel, the relevant Parts of the form required for completion for that Order being sought.



When choosing the checkbox for:

- *Parenting* – Part F questions dynamically appear for completion and Part E will auto complete. Parts H & I relating to Property and Maintenance will be hidden if not selected.
- *Property or Maintenance* – Part H and Part I questions dynamically appear for completion and Part E will auto complete. Part F relating to Parenting will be hidden if not selected.

Note: when both Parenting and Property or Maintenance are selected all Part questions will dynamically appear.

When a checkbox is not selected, the words 'Not Applicable' automate in that Part of the form as required.

Part A, Part B and Part D

The Party, Relationship and Child/ren information automates directly from your LEAP Matter and therefore Part A, Part B and Part D do not appear on the panel for completion.

Part C - About other Court Cases and orders

This is a static section and always appears for completion when applicable. To complete Q10, simply click the plus icon  to complete the details of any ongoing court case. You can add multiple court cases by clicking the plus icon .

The remainder of Part C is completed manually by you directly on the form.

Part E – Orders sought

This section will auto complete according to the relevant checkboxes selected in the Orders Required section.

Part F – Details for Parenting Orders

Some field items appear directly on the panel as single items where only one answer is required by the form, for example Q23 Jurisdiction. Complete by selecting the relevant checkboxes that apply.

Multiple entries

Many field items expand enabling you to input multiple items per question allowing the form to also expand with these entries, such as Q24:

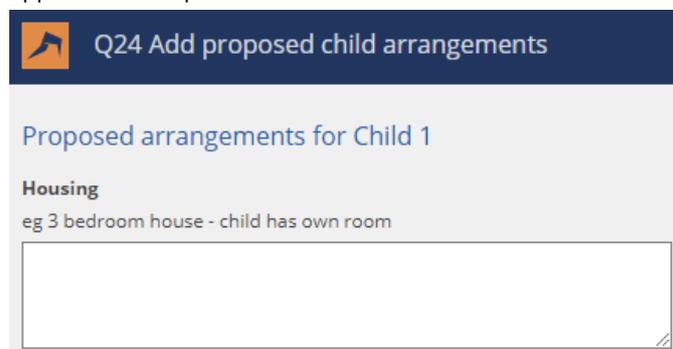


Simply click the plus icon  to add multiples of the same item in the new window that appears. Click the Save And New button to continue adding multiple entries without moving back and forth to the main panel:



Note: There is no maximum number for these questions that contain the plus icon .

Once selected, the Proposed arrangements for Child 1 window appears for completion:



Complete your description in each of the arrangement fields for Housing, Supervision, Financial Support, Health, Education, and Any other matters.

To add Proposed arrangements for further child/ren, click the plus icon  at the panel and a new window will appear for completion.

You will note that Proposed arrangements for further child/ren contain the 'Same as Child 1' checkbox on all arrangement fields:

Same as Child 1

Selecting the 'Same as Child 1' checkbox will automate the "As for Child 1" wording in the relevant arrangement field on both the panel and as required on the form:

Proposed arrangements for Child 2

Housing
eg 3 bedroom house - child has own room

Same as Child 1

As for Child 1

Part G – Details for Property or Maintenance Orders

Some field items appear directly on the panel as single items where only one answer is required by the form, for example Q25 Gross weekly income:

Q25 Gross weekly income

Applicant gross weekly income  Estimate

Respondent gross weekly income  Estimate

Multiple entries

Many field items expand enabling you to input multiple items per question allowing the form to also expand with these entries, such as Q29 Real Estate.

Simply click the plus icon  to add multiples of the same item in the new window that appears.

Q29 Real estate 

Click the Save And New button to continue adding multiple entries without moving back and forth to the main panel:

Note: There is no maximum number for these questions that contain the plus icon .

Period Calculator

The Period calculator icon  appears on all amount fields to assist you in easily calculating amounts for different time periods, particularly weekly.

Your client may provide a quarterly expense or an annual salary, however, the form requires the weekly amount.

- Hover on the calculator icon and the tooltip of this feature will appear.
- Click the calculator icon and the Edit Calculator window appears for completion.

- As an example, enter \$85,000 in the annual field with the corresponding period set at weekly and LEAP will convert it to the corresponding weekly amount for you.

Edit Calculator

ENTER AMOUNTS IN CORRESPONDING PERIOD

Annually

Semi-Annually

Quarterly

Monthly

Semi-Monthly

Bi-Weekly

Weekly

Hourly

Convert corresponding period to Weekly Monthly Annually

Total

Note: Rounding to show a whole dollar amount will automatically occur when this window is closed – you will see the rounded amount in the main panel and form.

Where any items are estimates, simply select the Estimate checkbox and LEAP will automate the Word form with the required 'E':

Q25 Gross weekly income

Applicant gross weekly income  Estimate

Respondent gross weekly income  Estimate

INCOME		
	APPLICANT	RESPONDENT
25. Gross weekly income	E \$1,254.23	\$844.00

Note: Where individual items are marked as Estimates, the Total for that Part will also incorporate the 'E'

Update Document

Data entered on the Question panel will not populate into the Word form until the Update Document button has been actioned:



You can action the Update Document at any point in time when completing the form or at multiple times.

Automatic calculation of Part Totals

The following sections all contain separate Totals:

- Part G – Property
- Part G – Liabilities
- Part G – Your Total Net Worth
- Part I – Effect of Property Orders Sought

LEAP will automatically calculate each of these Totals within the Word form.

Editing or Deleting entries

Edit entries by clicking into the entry to reopen the window for editing.

Delete entries listed in the panel by selecting the rubbish bin  icon located to the right of the relevant item for deletion:



Updating or re-calculating the figures

Re-calculation of figures and totals automatically occurs in the panel if amendments or additions are made.

Following amendment, deletion or additional data entry, simply action the Update Document button in the panel to update the Word form:



Common values entered for questions

It is a requirement of the Court and is stipulated in the Financial Statement that:

- All questions within the \$ columns must have an answer, therefore any question within the form which has not been answered with a \$ amount will automatically populate with the word 'NIL' upon calculation.
- Figures must be entered in whole dollar amounts (ie. NO decimal point after the figure and NO cents). For example, if a figure is \$1.57, then it is rounded up to the nearest dollar, eg. \$2.

Note: when using the Period Calculator LEAP will automatically perform this rounding function.

Important - please read

LEAP uses enhanced automation technology to make it easy for you to complete an Application for Consent Orders. Therefore, there are complex coding and bookmarks which allows figures to align that should not be deleted. When completing your form -

DO

- Enter the figures only in the Question panel.
- Edit or delete entries only from the Question panel.
- Add additional entries (therefore rows) through the Question panel.

DON'T

- Enter figures in the Word form – they will not save;
- Manually delete rows in the Word form;
- Manually add rows in the Word form;
- Delete any bookmarks in the Word form.

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.