familyorders.co.uk

Logging in

Logging in for the first time

The helpdesk at Class Legal will have set up an account for you, and you will be sent an email containing a link.

When you click on the link it will take you to *Your account* in **familyorders.co.uk** so you can set a password:
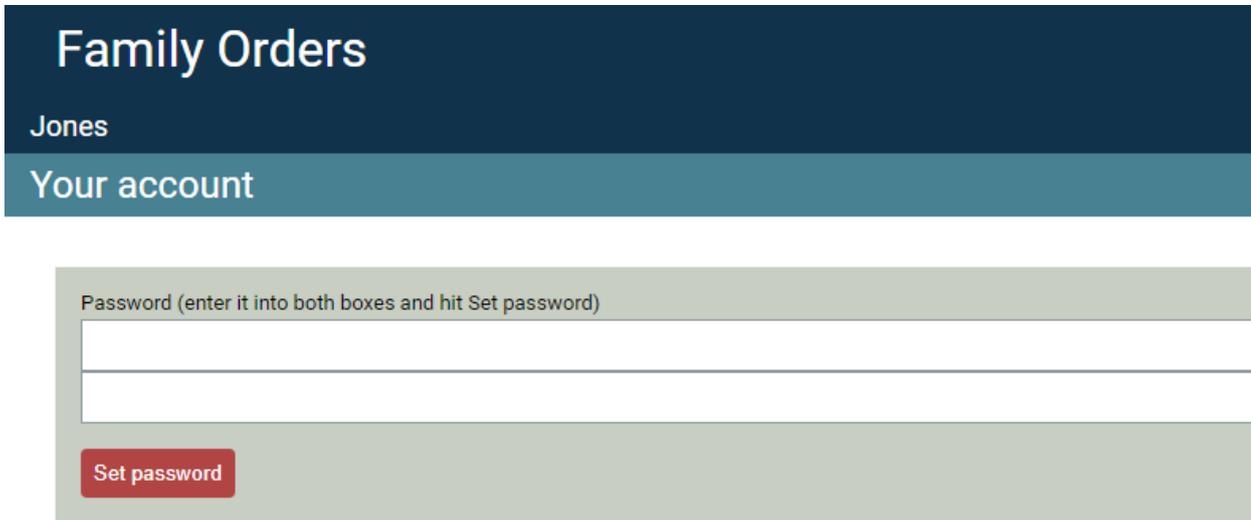
Do so, ensuring the password is at least 8 characters long.

You can either fill in the rest of your details now, or do so later by going to *Your account*.

You are now ready to start using the site!

Logging in as an existing user

1. Type **familyorders.co.uk** into your browser window.

2. Enter your email address and password and click on the *Log in* button. (If you have forgotten your password, click on that button and look out for the email you will be sent with instructions.)

Your account - entering information about yourself

familyorders.co.uk will insert your details into the relevant places in your orders. You'll only ever need to enter this information once.

1. Click on the *Your account* button at the top right of the screen:

2. Enter your details. (There is no *save* button because the site automatically saves your data entry.)

Title:

Forename:

Surname:

Email:

Name of firm/chambers:

Address:

Telephone number:

Fax number:

DX:

Your cases

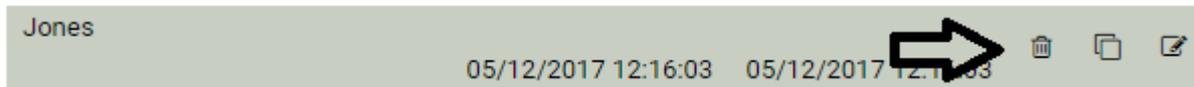Select *Your cases*.

Creating a new case

1. Click on the *Create a case* button.
2. Enter the case name (e.g. Jones) in the box that appears and click OK.

Note the name of the case is displayed in the top left hand corner:

Deleting, duplicating and renaming a case

The three buttons at the very right of the case name allow you to do this:

- The first (bin) icon deletes a case
- The second duplicates the case, adding 'duplicate' to the end of the case name – so 'Jones duplicate' in this case)
- The third allows you to rename it – for example you could rename 'Jones duplicate' to 'Jones 15 December 2017'

Entering the data to be merged

1. Select *Data to be merged* from the top menu and you'll see a list of sections down the left of the screen:

2. Work through each section, entering the data you want to merge into the order on the right hand side
3. Remember *Familyorders* will automatically save your data as you progress from box to box.
4. If you change the *Representation* drop down box to *Solicitor or barrister,* you will see the *Insert your details'* button. By clicking on this you will insert the details you added in *Your account*.

Your favourite courts

You may well be attending (or sitting at) the same courts.

To save you selecting them each time **familyorders.co.uk** can save your 'favourite courts'.

To do this click on *Edit your favourite courts* in *Case and court details*:

Click to *Add a favourite court* and then select the one you want to add from the drop down list:

When you've done that (and you can enter as many as you like) click *Back to merge*.

Next time you select a court you'll see those you've added as favourites in grey at the top for easy selection:

Case and court details

Case number

Aberystwyth ▼

| Aberystwyth |
| Accrington |
| Basingstoke |
| Central Family Court, The |
| Eastbourne |
| King's Lynn |
| Stoke-on-Trent |
| Wrexham |
| Accrington |
| Aldershot & Farnham |
| Altrincham |
| Aylesbury |
| Banbury |
| Banbury |
| Barnet |
| Barnsley |
| Barnstaple |

levant for children orders only) ▼
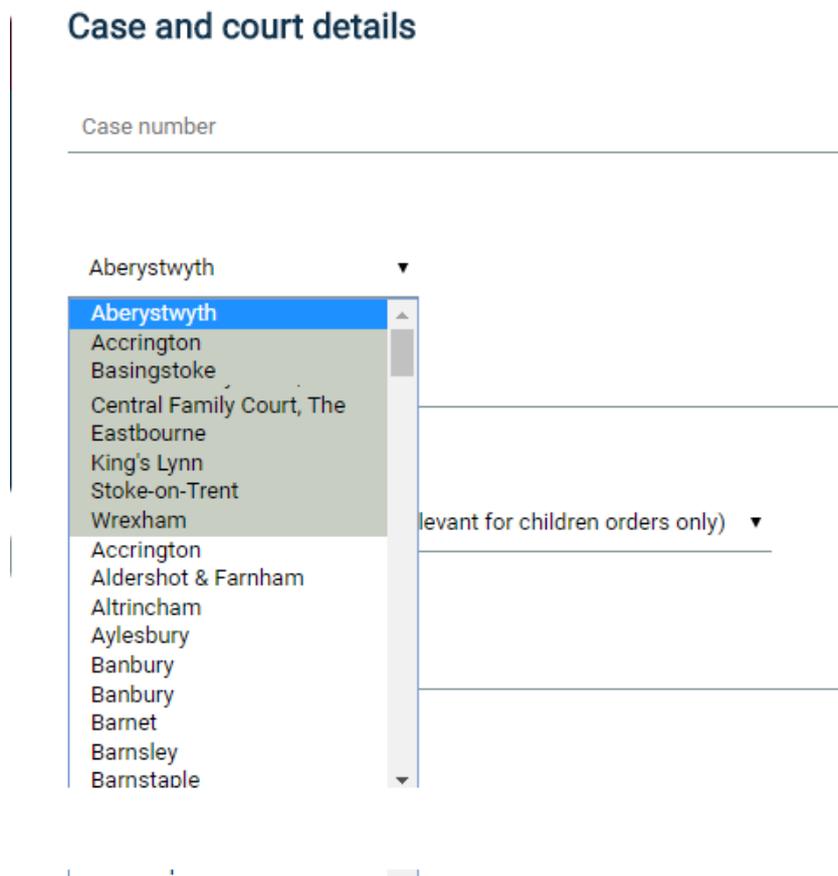
Further respondents, interveners and children

There is no limitation to the number of respondents, interveners or children and these party details will be listed vertically one under the other.

Adding a respondent, intervener or child
1. For example, in *Further Respondents*, click on *Add a respondent* button.
2. Note that the new record will be appended at the bottom of the list and you may need to scroll down to see it.

Deleting a respondent, intervener or child
1. Select the party you wish to delete.
2. You may need to scroll down to find the delete button relevant to this party.
3. Click on the *Delete* button

Copying a respondent, intervener or child
1. Select the party you wish to copy.
2. You may need to scroll down to find the copy button relevant to this party.
3. Click on the *Copy* button.
4. Note that the new record will be appended to the bottom of the list and you may need to scroll down to see it.

Create order

1. Select *Create order*
2. You'll see a list of categories of orders down the left hand side – select a category to expand the navigator and see the orders within that category:

3. Select an order e.g. *Order 1.2 – Financial Directions Order (shorter version)*

   On the right hand section of the screen you'll see a list of checkboxes.

4. Each checkbox represents a paragraph, collection of paragraphs or phrases which can either be included or excluded from the order. In some case, a checkbox is disabled and greyed out. This is because it is mandatory and must always be included in the Order.

Selecting all paragraphs

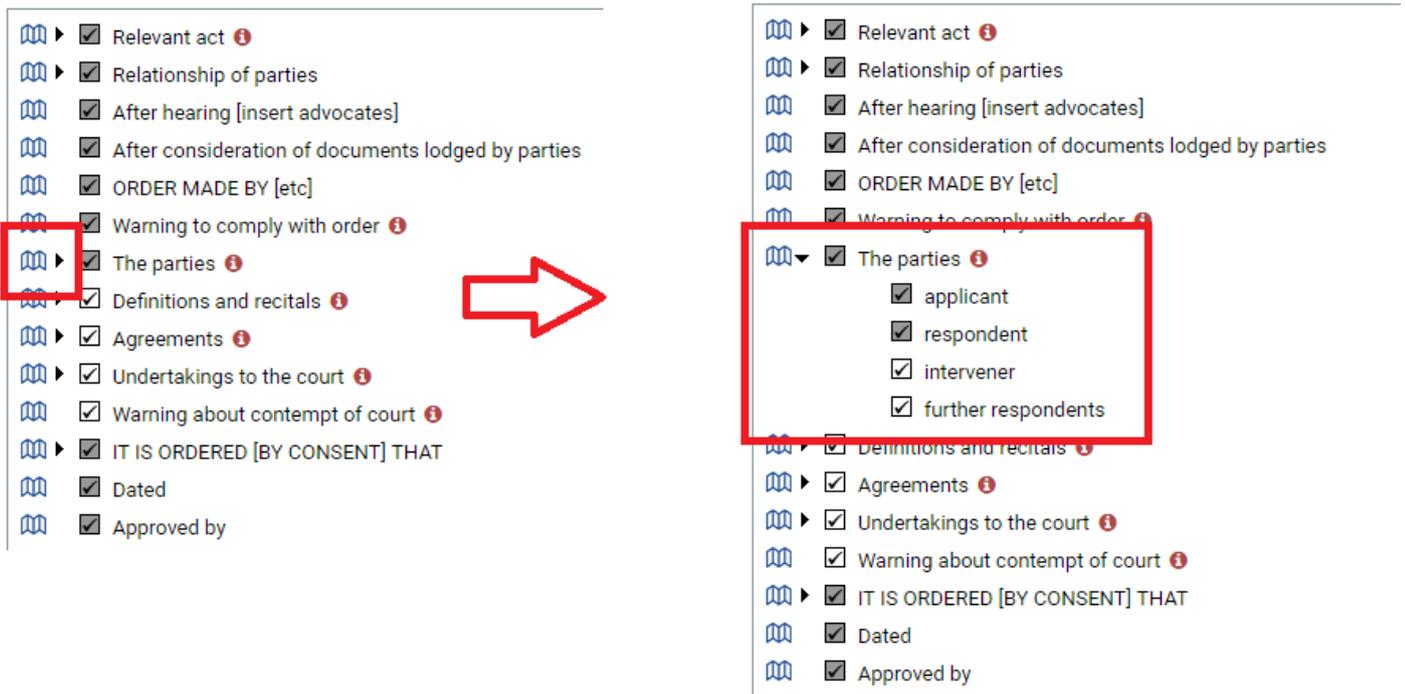You can select all paragraphs by clicking on the *Select all* button.

Selecting mandatory paragraphs only

You can select the mandatory paragraphs only by clicking on the *Select mandatory only*
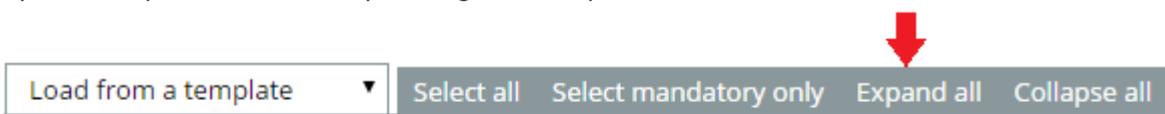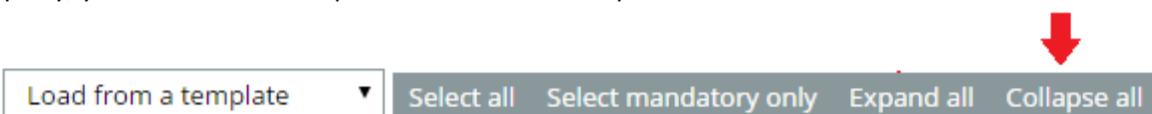

Expanding the nodes

The nodes, will by default, be collapsed but you can expand them by clicking on the arrow:

Or you can expand all of them by clicking on the *Expand all* button:

Equally, you can click on *Collapse all* to close all the open nodes.

Viewing the full text of each paragraph

Familyorders summarises each paragraph or phrase but you can see the full text in the template by clicking on the blue book icon:

Comments from HHJ Hess plus drafting notes

Sometimes you will see a little maroon information icon.

Click on it to view comments from HHJ Hess, on the use of each order as well as practice points within the order, or the drafting notes contained within the official order.


Saving templates

You may wish to re-use your paragraph selection for another case. *Familyorders* allows you to save templates for each type of order. Then, when you open another case, you can load the pre-saved template. To save your template, click on the *Save template* button at the bottom of the screen. You will be asked to name the template.

Loading a template

Click on the *Load from a template* dropdown list box and select the template you wish to load. Note that the template will overwrite any current paragraph selection in force.

CAP02 Lite (Order at FHDRA)
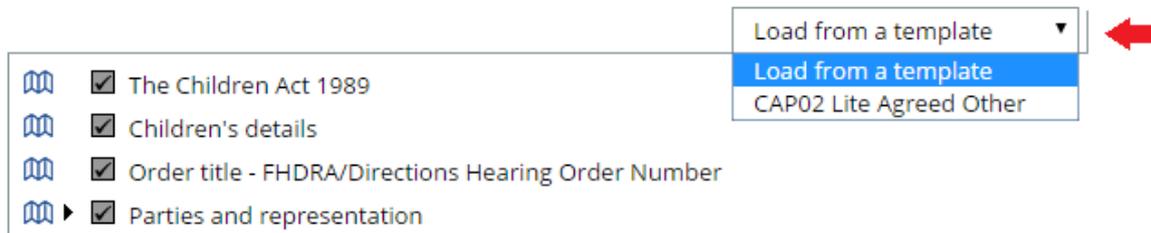
Managing your templates

Click on the *Manage templates* button at the bottom of the screen. Here you can copy or delete templates.

Compiling the order

Once the case data is entered, and the relevant paragraphs selected, you will be ready to create the order. Click on the *Compile order* button at the bottom right of the paragraph selection tree:

When **familyorders.co.uk** creates your order, it uses the default settings in your browser when it saves the order as a Microsoft Word document.

Your browser may have asked you where you wished to save the order or it may have saved it automatically to your Downloads folder.

If you've got it set as the latter default you may want to move the document from your Downloads folder to another location (such as a client folder) before editing the document.

Open the document in Microsoft Word.

Finishing your order in Microsoft Word

familyorders.co.uk will merge your case data with the selected order.

It will include all mandatory text and exclude the paragraphs that are unchecked.

This newly created document will contain text in red, blue, GREEN and black.

The text in blue is the data which **familyorders.co.uk** has merged automatically from your case data.

The text in red ink shows the paragraphs or clauses which will need your attention as you adapt the order for each specific case – red italics shows where you need to insert data.

The GREEN ink is the drafting notes from the official oOrder.

Enable editing

Depending upon your version of Microsoft Word and your settings, you may need to enable the editing of the document before you start. You will usually be alerted to this by a warning message at the top of Microsoft Word:

Click here to enable editing of the document
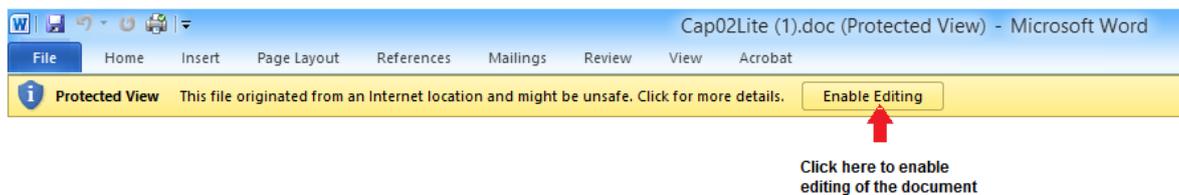
Making changes which are specific to the case

Concentrate on the red ink.

Start at the top and go through the document, changing the red ink as appropriate. As you go through it. You can check you're happy with the blue merged text. Delete the green text once you've read them.
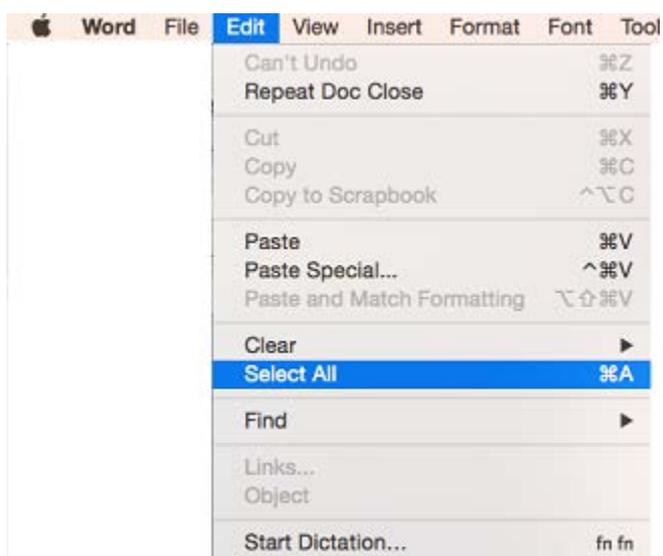
Changing the colour of the text

When you are satisfied that with the content of the order, you'll want to get rid of the colours.

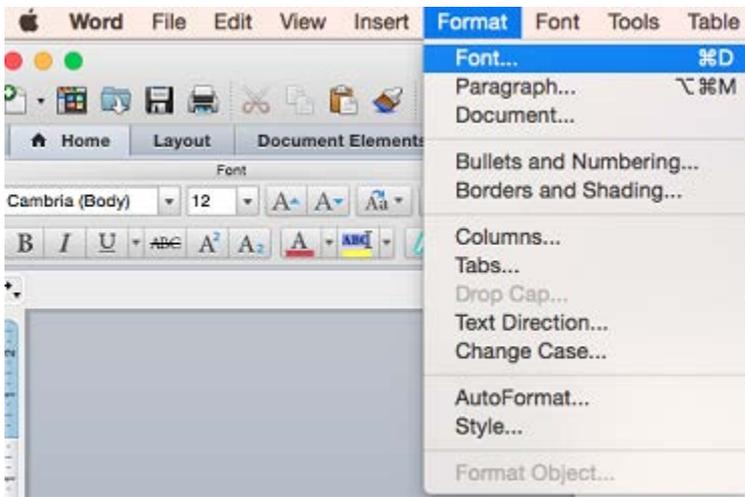First select the entire document and then change the font colour.

Selecting the entire document on older versions of Word or on a Mac
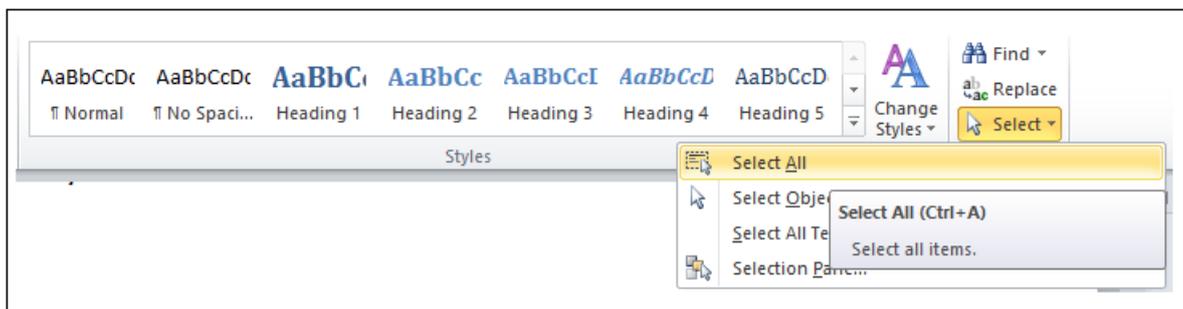Click on *Edit/Select All* from the menu

Changing the font colour in older versions of Word or on a Mac
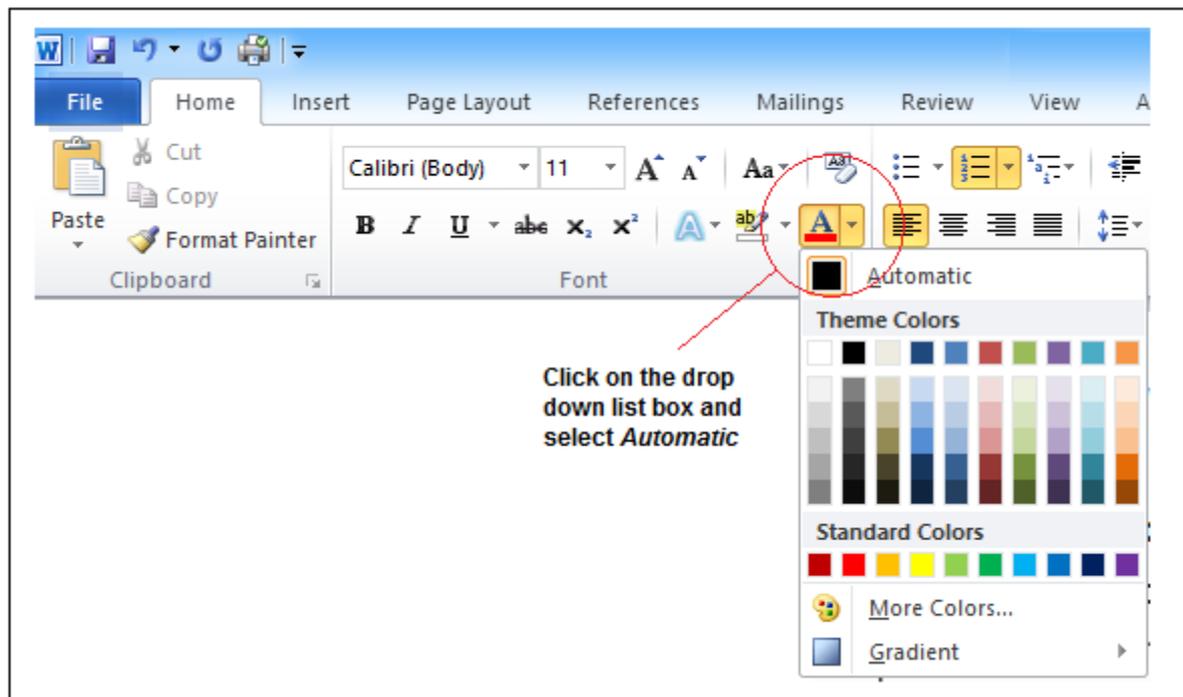Click on *Format/Font* from the menu

Selecting the entire document on versions of Word from 2010 onwards

Click on *Select/All* from the *Home* ribbon:

Changing the font in versions of Word from 2010 onwards

Select the font colour from the *home ribbon* as follows:

Saving your order

Be sure to save your document by selecting *File/Save*.