


BASIC INSTRUCTIONS FOR ACCESSING THE CHILD SUPPORT CALCULATOR ON THE COMPUTER

These instructions are just basic instructions for accessing the Data Entry version of the child support calculator on the public courthouse computer.¹ These instructions do not give you all the information you may need for completing the forms, nor do they explain the law. It is strongly recommended that you seek advice or representation from an attorney before using the calculator or filing any documents with the Court.

1. Make sure the computer and monitor are turned on. NOTE: you will not be able to save your information to the public courthouse computer.
2. Using the mouse, place the cursor over the Microsoft Excel icon  at the center of the computer screen named: "Child_Support_Data_Entry_Form 9.14.09". Double click the left button on the mouse to open the program.
3. A gray "Security Warning" message box may pop up – if so, click once on "Enable Macros". **This step is very important for the program to work properly.** If a message box does not display, disregard this information and go to the next step.
4. Read through the instructions! At the bottom left-hand corner of your screen, you should see a highlighted "Start Here" tab. If you are not on the "Start Here" tab, find it and select it with your mouse to read the instructions.
5. After you have read the instructions, click the "DataEntry" tab at the bottom of the computer screen to begin. You can go back and forth between the "Start Here" tab and "DataEntry" tab as many times as needed.
6. Go through each numbered question. If you need more information about the question, you can place your cursor over the red triangle on that line and a bubble box will appear with more information. You can also go back to the "Start Here" tab. To move from question to question, it is best to use the "Tab" button on the keyboard. Or, you can click on each yellow box, using the mouse.
7. When you have gone through every question (1-55), use the tabs at the bottom of the computer screen to view the forms as they will appear when you print them, starting with the "CS Worksheet" tab.
8. The Final Child Support Amount will be displayed Line 13 of the "CS Worksheet" under the appropriate parent's column. For example, if the mother is to pay child support, her monthly obligation is shown as a rounded dollar amount under her column. NOTE: The child support obligation is NOT the difference between the two columns.
9. If you are satisfied with the amount of child support that appears on Line 13 under the appropriate parent's column, you are ready to print. If you believe you have missed something, you can revise your forms by going back to the "Data Entry" tab. NOTE: some adjustments do not work if you do not designate someone as the noncustodial parent on Line 11 of the "Data Entry" tab.
10. You do not need to print the "DataEntry" screen. You MUST print the "CS Worksheet" screen, Schedule E and any schedules that apply (look just below Line 14 on the CS Worksheet to see which schedules have been check-marked that apply. You will need to print those schedules/screens as well.)
11. To print, once you are on the page you want to print, click on the word "File" in top left hand corner of computer screen. When the menu pops up, click on "Print". Then select "OK" to print.

¹ If you are at a home computer or another public computer with Microsoft Excel, you can download the calculator from <https://cscalc.gaaoc.us/>. These instructions apply to the downloadable version with the "Data Entry Form". You can also print the Pen and Paper EZ Form Worksheet from this website, but it should not be used if either party is asking for certain deviations or adjustments.