

Understanding the California PowerPacks

ProDoc PowerPacks are a collection of powerful tools that help you quickly and accurately enter information, speeding up document assembly and information management. PowerPack programs significantly reduce time spent to assemble documents. In fact, they are so powerful and useful that they are used to generate a number of the critically important forms in their respective volumes.

The PowerPacks are completely integrated with their parent volumes (Family Law, Probate, Conservatorships, and Guardianships) and are the only way to generate certain key documents in those volumes. Enter information into the PowerPack and it is reused when you generate documents that need that data. With ProDoc, you enter client and case information once for the life of the case—saving time and reducing the incidence of keying errors.

1. Family Law PowerPack

A. **Property Declaration & Distribution** - The Property Declaration & Distribution program is used to gather information about the parties' property and how it is to be divided. This program enables you to:

- Enter and save information related to the parties and their estate.
- Create scenarios to display and save different divisions of the property.
- List and assign property.
- Determine after tax property values.
- View pre-tax and after tax statistics for the assets and net estate amounts.

Forms generated from the Property Declaration & Distribution are:

- FL-160 *Community Property*
- FL-160 *Petitioner's Separate Property*
- FL-160 *Respondent's Separate Property*
- FL-142 *Schedule of Assets and Debts*

Other reports that you can print from the Property Declaration & Distribution program are:

- Net (After-Tax) Values Sheet
- Pre-Tax Statistics Sheet
- After-Tax Statistics Sheet
- Property Declaration & Distribution Summary Sheet

B. **UCCJEA Declaration** – The UCCJEA (Uniform Child Custody Jurisdiction and Enforcement Act) Declaration program assists you with entering the current address of each child as well as the five year residential history of each child. As a part of the declaration, you can enter additional information regarding ancillary matters which affect the children. Finally, you can also list all third parties claiming visitation and/or custody rights to the children.

Forms generated from the Property Declaration & Distribution are:

- FL-105 *Declaration Under UCCJEA*

2. Probate PowerPack

C. **Inventory & Appraisal** - It's easy to create estate inventories for your probate matters with the Inventory & Appraisal program. This program completely eliminates manual calculations, simplifies your work and dramatically reduces the time necessary to handle probate matters.

You list the necessary information only once. ProDoc automatically calculates the value of the estate and prints the required form and attachments.

Forms generated from the Inventory & Appraisal program are:

- DE-160 *Inventory and Appraisal*

3. Guardianships PowerPack

D. **Inventory & Appraisal** - This program provides you the tools needed to quickly produce inventories for your guardianship matters. It completely eliminates manual calculations, simplifies your work and dramatically reduces

the time necessary to handle guardianship matters.

Forms generated from the Inventory & Appraisal program are:

- GC-040 *Inventory and Appraisal*

E. **UCCJEA Declaration** - The Guardianships - UCCJEA (Uniform Child Custody Jurisdiction and Enforcement Act) Declaration program is designed to assist you with entering the current address of each child as well as the five year residential history of each child. As a part of the declaration, you can enter additional information regarding ancillary matters which affect the children. Finally, you can also list all third parties claiming visitation and/or custody rights to the children.

Forms generated from the UCCJEA Declaration program are:

- GC-120 *Declaration Under UCCJEA*

F. **Accounting** - This program makes it easy to produce a guardianship accounting with no manual calculations. You only need to list the information once. The program lists the transactions that have occurred during the accounting period and lists the assets that remain on hand at the end of the reporting period.

Forms generated from the Accounting Program are:

- GC-400PH1 - *Cash Assets on Hand at Beginning of Account, Standard*
- GC-400PH2 - *Non-Cash Assets on Hand at Beginning of Account, Standard*
- GC-400SUM - *Summary of Account, Standard and Simplified Accounts*
- GC-405PH1 - *Cash Assets on Hand at Beginning of Account, Simplified*
- GC-405PH2 - *Non-Cash Assets on Hand at Beginning of Account*
- GC-405SUM
- And 42 other Schedules

4. Conservatorships PowerPack

G. **Inventory & Appraisal** - This program provides you the tools needed to quickly produce inventories for your conservatorship matters. It completely eliminates manual calculations, simplifies your work and dramatically reduces the time necessary to handle conservatorship matters.

Forms generated from the Inventory & Appraisal program

are:

- GC-040-*Inventory and Appraisal*

H. **Accounting** - This program makes it easy to produce a conservatorship accounting with no manual calculations. You only need to list the information once. The program lists the transactions that have occurred during the accounting period and lists the assets that remain on hand at the end of the reporting period.

Forms generated from the Accounting program are:

- GC-400PH1 - *Cash Assets on Hand at Beginning of Account, Standard*
- GC-400PH2 - *Non-Cash Assets on Hand at Beginning of Account, Standard*
- GC-400SUM - *Summary of Account, Standard and Simplified Accounts*
- GC-405PH1 - *Cash Assets on Hand at Beginning of Account, Simplified*
- GC-405PH2 - *Non-Cash Assets on Hand at Beginning of Account*
- GC-405SUM
- And 42 other Schedules

5. Accessing the PowerPacks

On the ProDoc menu bar, click PowerPacks as shown in Figure 1. The menu will show any PowerPacks available to you per your subscription (see Section 4). Click the specific PowerPack to reveal your PowerPacks tools choices.

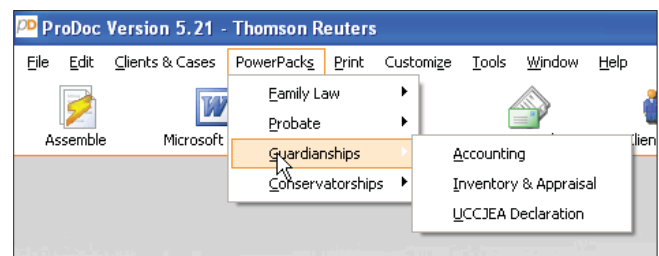


Figure 1. Select a PowerPack

Alternatively, you can click **PowerPacks (A)** ► **The area of law (B)** ► **The PowerPack tool (C)** on the **Quick Click** menu as shown in Figure 2.

6. How Do I Obtain the PowerPacks?

The PowerPacks are integral to their parent volumes. You receive them automatically when your ProDoc subscription includes one of the parent volumes: Conservatorships, Family Law, Guardianships, and/or Probate.

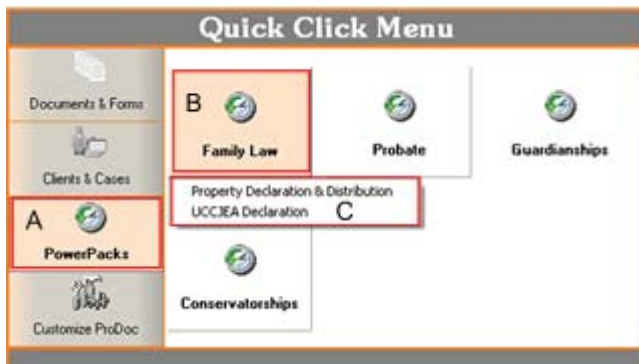


Figure 2. Select a PowerPack, Alternate Method

7. How Do I Use PowerPack Tools?

If you would like further instructions on using the PowerPack,

- I. View and/or print the PowerPack section of the ProDoc manual available at: <http://tinyurl.com/pd-manuals> or
- J. Click the Help buttons that appear in the PowerPack program you are using, or
- K. Call our Technical Support team at 800-759-5418, or
- L. View our self-running training video about the California PowerPacks at: <http://tinyurl.com/pd-ca-powerpacks> or
- M. Sign up for one of our regularly scheduled California PowerPack training classes at: <http://tinyurl.com/pd-webinars>