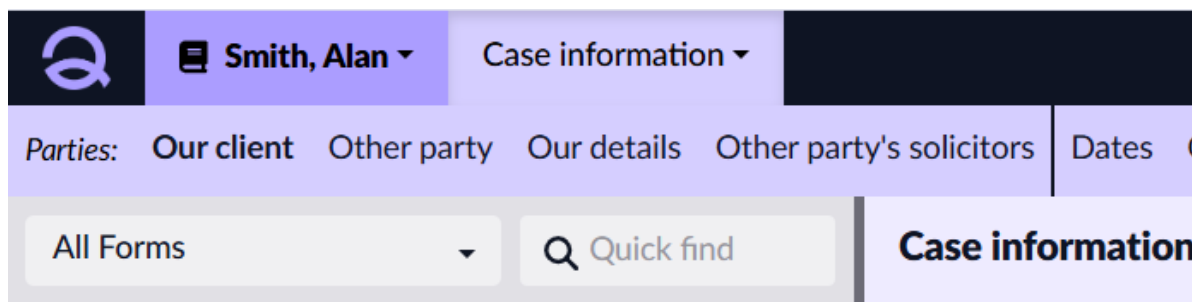


Case Information | Quantum Cloud

Accessing Case Information

Once your case has been created, you will find the 'Case Information' tab at the top-left hand side of the screen, next to the case name. If you click on the tab, it will open up all of the sections underneath.

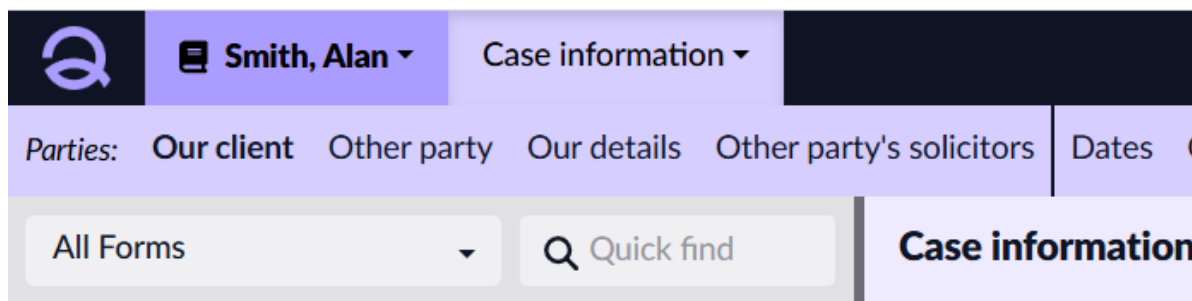


The case information is where you input all of the core case information such as the clients name, address, other parties details, and more. This information is then auto-populated in to all of the forms, orders, and documents that you create within Quantum Cloud, meaning you only need to enter these details once.

We recommend completing the Case Information first before moving on to any forms, orders, or documents as this information will auto-populate into anything you create within Quantum Cloud.

Entering Case Information

When starting to enter your case information, it's easiest to start at the left-most section and work your way along. In this case, your first sections are 'Our client', 'Other party', 'Our details', and 'Other party's solicitors'.



In Quantum Cloud, each of the sections and forms are a series of data entry fields, so you simply need to work your way through each of the sections and fill out the details as you go.

Case information Our client

Title

Mr

If other

First name(s)

Alan James

Last name

Smith

Sex

Male

Type of relationship with other party

Marriage

Address

Building and street

123 Old School Building

Second line

Church Street

Town or city

London

County (optional)

Country (optional)

Postcode

In the ‘Dates’ tab, you can input important case-related dates, such as the date of cohabitation and separation. If certain sections are not relevant to your case, you can tick the ‘N/A’ box.

Case information Dates

Date of cohabitation

☐ N/A

01

03

1993

Date of marriage

☐ N/A

01

03

1998

Date of separation

☐ N/A

01

01

2022

Date of application/petition

☐ N/A

DD

MM

YYYY

Date of conditional order/Decree Nisi

☐ N/A

DD

MM

YYYY

Date of final order/Decree Absolute

☐ N/A

DD

MM

YYYY

Date of new marriage/civil partnership

☐ N/A

DD

MM

YYYY

The children’s tab is laid out as a table, where each child gets their own data entry page. To add a new child click the ‘Add’ button and then fill out the details. If you wish to edit the information on one of the children, simply highlight the row you wish to edit and then click ‘Modify’.

Case information Children

Details of any children of the family

Children

	First name(s)	Last name	Date of birth	Sex
↑ ↓	Grace Jane	Smith	26/02/2000	Female
↑ ↓	James	Smith	29/11/2003	Male
↑ ↓	Daniel	Smith	21/12/2005	Male

Add


Modify


Clipboard

Delete

The 'Exchange rates' tab is also laid out as a table where you can add multiple currencies if needed. We have a wide range of currencies available from <https://openexchangerates.org/>.

When a currency is added, it will show the conversion rate as of the day you added the currency. If you wish to update this, you need to go into the currency tab, highlight the currency you want to update, click 'Modify', and then click the 'refresh' icon next to the 'Last updated' box.



 If this currency is currently used in a form or tool then any changes you make here will affect that data.

Description	Abbreviation
<div>Euro</div>	<div>EUR</div>
Rate	Last updated
<div>1.199761</div>	<div>24/10/2024</div>

openexchangerates.org

OK

The final tabs of the case information relate to proceedings.

Here you can specify your client's role in the proceedings, add case numbers, and select the court address. There are different proceedings tabs for divorce and finance, children's proceedings, and family law act.

Case information

Divorce and finance

Divorce proceedings

Application is

Joint

in the

Divorce

Our client's role

Choose an option

Case number

1234569

Divorce centre

Select

Edit/Enter

Name

Aberystwyth Justice Centre

Address

Y Lanfa
Trefechan
Aberystwyth
Ceredigion
SY23 1AS

Financial proceedings

Our client's role

Respondent

Case number (if different from divorce)

Financial proceedings court (if different from divorce)

Select

Edit/Enter

Name

Liverpool Family Court

Address

35 Vernon Street
Liverpool
Merseyside
L2 2BX

Continue to next section

Children proceedings

Linked Fields

When working on your forms, you'll notice some link symbols appear next to certain boxes. This means that the data links directly to the case information and, if changed within the form, the data writes back and updates the case information.

The screenshot shows a form titled "Our client". It contains three input fields, each with a link icon (a chain link) next to its label: "Title" (with a value of "Mr"), "Forename(s)" (with a value of "Alan James"), and "Surname" (with a value of "Smith"). The "If other" label is also visible next to the "Title" field.



Clicking the 'Linked field' icon will provide more information.

This screenshot shows the same form as before, but with a tooltip displayed over the "Forename(s)" field. The tooltip has a title "Linked field: Forename(s)" and a link "View linked field source". The main text in the tooltip reads: "Updating this field will change all Forename(s) linked fields, including in Case information and different forms". The "Forename(s)" field label now includes the text "Linked field" next to the link icon.



Some linked icons look different, these are semi-linked fields. This data is initially linked to the case information, however if changed within the form, it will not automatically update the case information.

The screenshot shows a form with two fields. The first field is labeled "Firm name" and contains the text "ABC Law". It has a "Semi-linked field" icon (a chain link with a slash) and a "Matches" status indicator (a green checkmark in a box). The second field is labeled "Firm address" and contains the text "Street", "Second line", "London", and "United Kingdom". It has a "Semi-linked field" icon and a "Matches" status indicator.


Clicking the 'Semi-linked field' icon will provide more information.

Firm name  Semi-linked field  Matches


ABC Lawyers

Firm address  



Street
Second line
London
United Kingdom
E6 1B 9UB

Semi-linked field: Firm name 



[View semi-linked field source](#)

 Semi-linked fields aren't fully linked to **Case information** and can contain different, form-specific data (e.g. only one child not all of them)



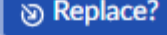
If you update the information in a 'Semi-linked field' box, you can use the 'Replace?' button to revert the data to match the case information.

Firm name  Semi-linked field  Modified 



ABC Lawyers

Firm address  


Street
Second line
London
United Kingdom
E6 1B 9UB

Firm name  Semi-linked field  Modified 


ABC Lawyers

Firm address  

Street
Second line
London
United Kingdom
E6 1B 9UB

Semi-linked field: Firm name 

[View semi-linked field source](#)

 Semi-linked fields aren't fully linked to **Case information** and can contain different, form-specific data (e.g. only one child not all of them). If **Firm name** here doesn't match **Case information** and you want it to, click *Replace*

If you have any questions or need support please email us at info@classlegal.com or call us on 01652 652222. We are open from 9am-5.30pm, Monday to Friday.