Family Orders | Quantum Cloud

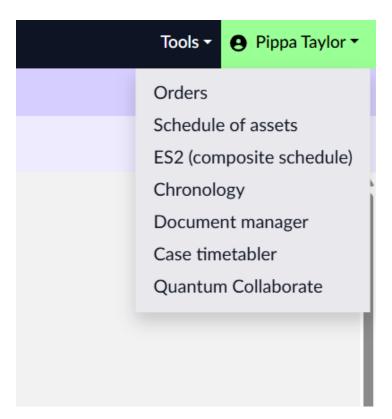
Accessing the Orders

Within Quantum Cloud you can draft your orders using the Standard Family Court Orders templates which merges the data already entered in your case.

Data is merged from the case infomation, so please be sure to fill out the 'Case Infomation' section prior to creating your order.

The orders are located in the 'Tools' section, found in the top right-hand side of your screen next to your name.

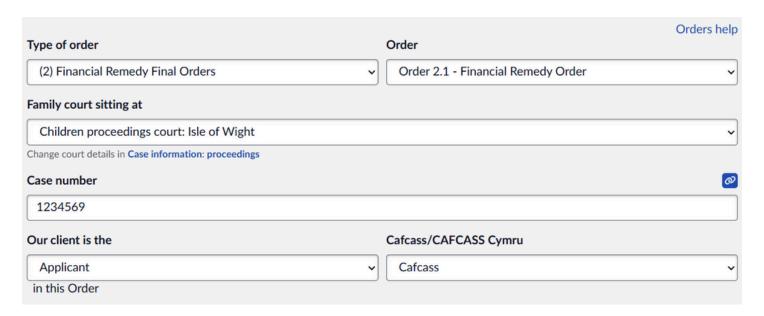
Click the 'Tools' dropdown and select 'Orders'.



<u>Creating an Order</u>

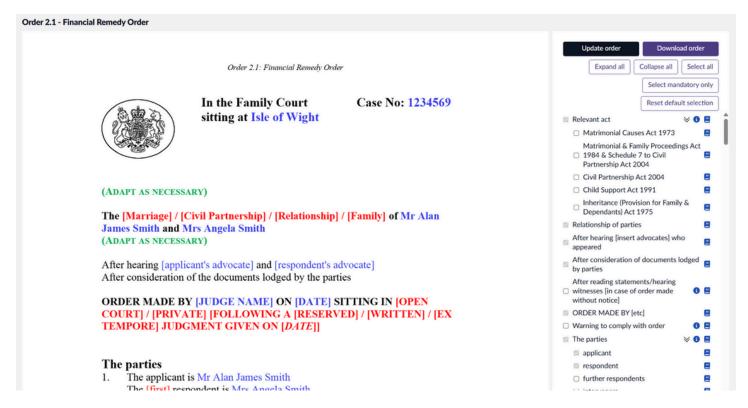
Select the 'Type of order' ((2) Financial Remedy Final Orders), followed by the order itself (Order 2.1 – Financial Remedy Order), and finally the Court (if one or more has been entered in Case information).

If a case number has been entered in the 'Case information' for the selected court, it will be added automatically for you.



If you are creating a children's order, please select the relevant CAFCASS for England or Wales.

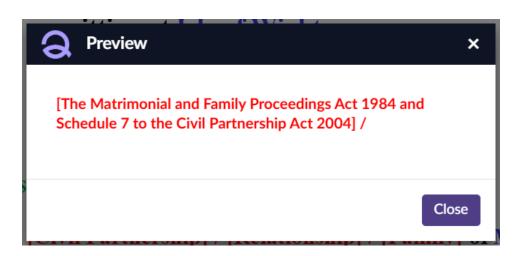
Once you have made your selections a preview of the order will appear to the left, along with a list of paragraphs for you to choose from on the right.



Quantum Cloud will have pre-selected mandatory paragraphs for that order - you will notice they have a grey tick and cannot be deselected.

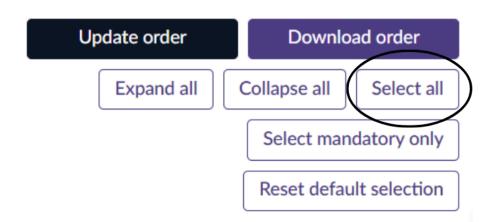
Select any additional paragraphs from the list by clicking the box to their left. If you wish to preview any paragraph text, click the blue book icon to the right.





Selecting All Paragraphs

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



Selecting Mandatory Paragraphs

You can select the mandatory paragraphs only by clicking on the 'Select mandatory only'.



Expanding/Collapsing all Sections

To expand or collapse the sections, please use the 'Expand all' or 'Collapse all' buttons.



Alternatively, you can do this manually, by using the arrows to the right of each heading.

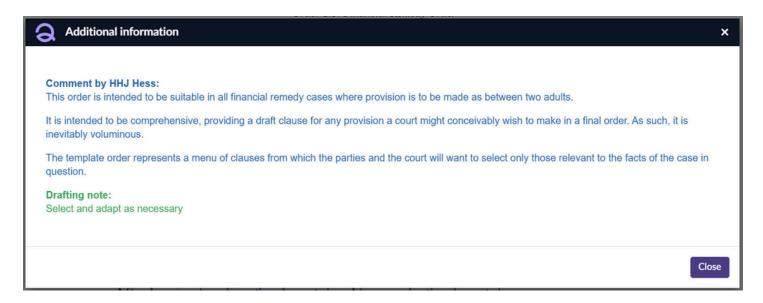


Comments from Authors of the Standard Family Orders Handbook Volumes 1 & 2 & Drafting Notes

Occasionally you will see a blue information icon.



Click on it to view comments from the Standard Family Orders Handbook Volumes 1 & 2 authors on the use of each order, as well as practice points within the order, or the drafting notes contained within the official order.

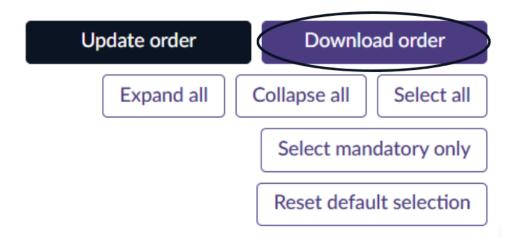


Completing your Order

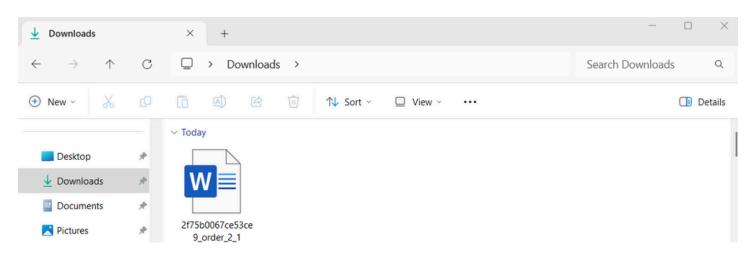
Once you are happy with your paragraph selections, please click 'Update Order'. This will update the preview of the order to reflect any changes you have made. You *must* do this in order to see your changes.



Once your selections have been updated, click on 'Download order' and your draft order will be sent to your downloads folder as a Word document where you can work on your order as required.



The case name will be anonomised as a series of numbers and letters, the document name can be changed in your personal downloads folder if necessary.



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 be alerted to this by a warning message at the top of Microsoft Word.



Quantum Cloud 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 Quantum Cloud has merged automatically from your case data.

The text in red shows the paragraphs or clauses which will need your attention as you adapt the order for each specific case.

The green are the drafting notes from the official order.

Order 2.1: Financial Remedy Order

Case No: 1234569



In the Family Court sitting at Isle of Wight

[The Matrimonial Causes Act 1973] / [The Child Support Act 1991] / (ADAPT AS NECESSARY)

The [Marriage] / [Civil Partnership] / [Relationship] / [Family] of Mr Alan James Smith and Mrs Angela Jane Smith (ADAPT AS NECESSARY)

After hearing [applicant's advocate] and [respondent's advocate] After consideration of the documents lodged by the parties

ORDER MADE BY [JUDGE NAME] ON [DATE] SITTING IN [OPEN COURT] / [PRIVATE] [FOLLOWING A [RESERVED] / [WRITTEN] / [EX TEMPORE] JUDGMENT GIVEN ON [DATE]]

The parties

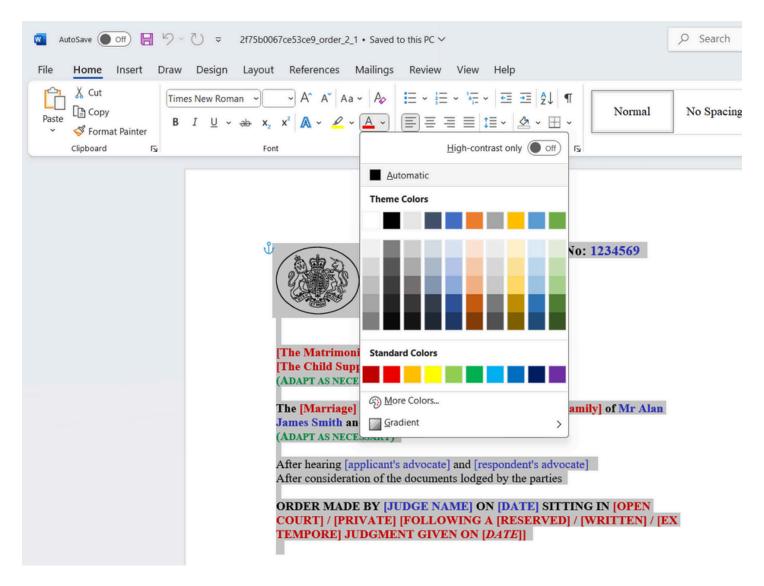
The applicant is Mr Alan James Smith
 The [first] respondent is Mrs Angela Jane Smith
 (SPECIFY IF ANY PARTY ACTS BY A LITIGATION FRIEND)

Work your way through the document, changing the red text as appropriate.

As you go through the document you can check you are happy with the blue merged text.

Delete the green drafting notes once you have read them.

Once you have completed your form, you can change the colour of the text to black.



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.