

PRACTICE TIPS

FOR USING EQUITABLE DISTRIBUTION FORM 4TH JUDICIAL DISTRICT

- The Equitable Distribution form is a Microsoft Excel document.
- The form is available under the local rules section of the Onslow County information appearing in the nccourts.org website.

DATA ENTRY

- Enter names of parties, party submitting form, county, file number, and date form prepared
- Enter a short description of each asset or debt, the value of the item, and the appropriate code for the item. Codes are listed at the top of the form.
- The form automatically totals the values of marital assets being received by each party, the value of all separate property being received by each party, and the payment necessary to make the division equal.

FORMAT AND PRINTING

- These selections will allow you to improve the appearance the form.
- Under the "File" menu, choose "Print Preview."
- On the "Page" tab, sections entitled "Orientation" and "Scaling" will help you choose the best format.
- The "Orientation" section allows you to choose between "portrait" and "landscape" page orientation. If you want to include the last columns involving separate property on your printed form, or if you are trying to print the form with larger type, the "landscape" selection may be best. If you are excluding the last two columns involving separate property, the "portrait" orientation may allow a compact presentation, often on a single page.

SETTING THE PRINT AREA

- This allows you to designate the portion of the Excel form that you desire to print
- Highlight the area of the form that you want to print by putting the cursor in square A1, holding down the left button of your mouse, and then moving the cursor down and over as desired.
- Once highlighted, under the "File" menu, select "Print Area" and then "Set Print Area." Now the area selected should appear in the "Print Preview" screen when you view the document.