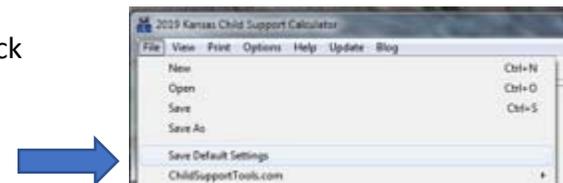
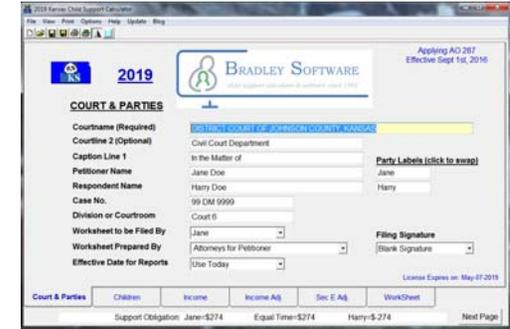


My Bradley Software Always Shows “In the Court of Johnson County”. How do I customize it for my location?

There is a simple way to customize the program so that the default entries are customized to you and your law office. Here is how:

1. Open the program. If you had it open with another case, close the program and reopen it. Basically you are going to change all numeric values on all tabs to ZERO. **Important** : make sure you press the ENTER key after changing each entry.
2. Start on the **Courts & Parties** tab – go through EACH entry and change it to be what you want it to be for your office. For the petitioner and respondent you can blank these out however – the PARTY LABELS **MUST** have something in these entries and they **cannot** be the same.
3. Then go to the **Children** tab. Remove all of the children on the page and change all entries the way you want it to be for your office. (Remember – to remove a child simply click on the small button on the right-hand end of the child’s name entry)
4. Then go to the **Income** tab and set all values to ZERO., even the AGI entry.
5. When you click on the **Income Adj** tab you will get a warning that the AGI cannot be blank. Click OK to ignore it. Set all values to ZERO. Also set BOTH states for the Interstate Pay Differential (IPD) to be Kansas. You might have to set the IPD to YES, then change the states, then make sure to change IPD back to NO.
6. Click on the **Sec E Adj** page. Set all values to ZERO.
7. The last thing to do is to open the **OPTION** menu window. If it is all correct just click SAVE. If it needs to change, then change it and click SAVE.
8. Now save this information as the default.
To do that click on the **FILE** menu and then click on **SAVE DEFAULT SETTINGS**



Now you can close the program and re-open it. All the values should change.

If you have any questions please email us at
techsupport@bradleysoftware.com