

### **Division 57 Instructions for the Equitable Distribution Worksheet**

The Honorable Diana Tennis, Circuit Judge of the 9<sup>th</sup> Circuit has produced an Equitable Distribution Worksheet that is very user-friendly and will assist both the parties and the Court in making its final decision on equitable distribution. I wish to thank Judge Tennis for her hard work in this effort and for the instructions she has also provided.

The Spreadsheet can be downloaded at the following URL:  
<https://ninthcircuit.org/sites/default/files/Equitable-Distribution-v36.xlsm>

NOTE: this spreadsheet uses Macros and other Active -X coding to achieve its automation. ***Your computer may seek to block those macros and Active-X controls.*** You should consult with your IT staff when using this spreadsheet as you may need to make some modifications to your security settings.

The User Guide to use the spreadsheet can be found at this URL:  
<https://ninthcircuit.org/sites/default/files/Equitable-Distribution-Spreadsheet-User-Guide-v36.docx>

NOTE: these are comprehensive instructions and include methods you can use to import data into this spreadsheet from other programs you may be using.

The Basic Instructions for the spreadsheet can be found at this URL:  
<https://ninthcircuit.org/sites/default/files/EquitableDistributionSpreadsheet.docx>

NOTE: This includes a way to save the spreadsheet as a template! This is very important – you should save the file as a template and then build a new spreadsheet for each case from the template. You should NOT just rename this file for each case.