

## **PELO Basics**

The Preparing Easy Legal Orders (PELO) macro application was created to reduce the time it takes to enter support order information into TXCSES. PELO consists of the PELO macro, written in WordPerfect PerfectScript, and Entire Connection macros to get data from and then add case data to TXCSES. PELO allows users to download data from TXCSES, view and change the data in court, print a pre-populated, customized legal order in court, and upload the support order information to TXCSES.

PELO currently allows preparation, print, and load to TXCSES the following orders and actions:

### **JUDICIAL**

- AOPP – AOP paternity
- OPET – Original petition
- PATY – Paternity
- RAOP – Responding Interstate AOP
- RPAT – UIF-R paternity
- REST – UIF-R establishment
- OPPA – Original petition and paternity establishment
- PAOP – AOP and paternity establishment
- Adjudication of Nonparentage
- Order for Parentage Testing
- Nonsuit
- Reset

### **CSRP – partial load to TXCSES**

- AOPR – CSRP AOP
- RPAO – CSRP AOP/OP/PATY
- RPOP – CSRP Original petition
- RPPA – CSRP Paternity
- RPRA – Responding CSRP AOP
- RPRO – Responding CSRP OP
- RPRP – Responding CSRP Paternity
- RPRX – Responding CSRP AOP/OP/PATY
- Order for Parentage Testing
- Termination

The PELO application will continue to be enhanced to include other types of orders and additional functionality. Updates will be provided on a regular basis.

### **Contact Information**

For problems or questions regarding the operation of the PELO macro, please contact the Help Desk at 512-486-7300.

For problems, questions, or suggestions for the PELO application and order generation, contact the PELO Support Team at [PELOSUPPORT@cs.oag.state.tx.us](mailto:PELOSUPPORT@cs.oag.state.tx.us)

### **Process Checklist**

- Run PELO macro in TXCSES to obtain case information.
- Open PELO to prepare and print cases.
- Run PELO macro in TXCSES to load case data.
- Review by order entry/approval to ensure all demographic information updated in TXCSES.

An Internet/intranet connection is not required to work a case in PELO.

Cases with a second parent are currently excluded.

### **PELO Application Login**

The login consists of a six-digit TXCSES user ID. The password is "PELO."

## PELO Macro

To start the PELO macro, use the command "PELO" from the toolbar command line at the top of any TXCSES screen. (Click to see a [graphic of the TXCSES toolbar and command line](#).)

## Download

Data is downloaded for use in PELO through the "PELO Get" macro available in Entire Connection. For a step-by-step procedure, refer to "Procedure for Downloading Data for Use in PELO" in the [PELO User's Guide](#).

PELO case data comes directly from TXCSES. Verify and update all information presented on the PELO screens.

## Upload

- Sign date on TORD will not be populated by PELO.
- PELO does not update TXCSES demographic information. Order entry/approval staff should ensure that any necessary updates to member demographic information and employer data are made on TXCSES before order approval and batch.
- All data as it printed to the order will be written to an LGLD activity and notepad.
- The PELO judicial upload updates the following screens: XPRO, LGLD, TCAU, TORD, TSPC, TOBL, and APVL.
- Users should close all open "PELO" activities on LGLD with the CPL - "COMPLETE" result code. There is no next action associated with these activities.

## PELO Practice Cases

Cases are available for practicing with the PELO application. **These are fictional cases and the information provided does not reflect real OAG case data.** If you are interested in familiarizing yourself with the application or testing scenarios, please log into PELO using the following information:

- Office: 603
- County: 84
- CSRP Hearing date: 070407
- Judicial Hearing date: 070107


You can choose from a number of cases listed under Select a Case. Be sure to dispose of any printed orders to avoid any confusion with a real order.

## Court Room Use and Set Up

Consider the following when using PELO in court:

- Access to a laptop computer or access to a desktop computer in court
- Access to electrical outlets
- Ability to print while in court
- Default printer selection

## Common User Issues

- Make sure that the same computer is used for the PELO download and upload procedures.
- Only **one** WordPerfect document can be open at a time.
- Do **not** close WordPerfect, PerfectScript, or any of the PELO windows by clicking the "X" at the top of the window. This will close the PELO application and data may be lost.
- The PELO window may become hidden behind other windows; if you cannot see the PELO screen, check for the PELO icon  on your toolbar.
- If you receive an error (conflicting data, invalid data, incomplete data), the cursor will go to the field in question. Review and revise the data, then proceed through the application.

## PELO Functions

- Fields with an asterisk are required.
- Case data populated in PELO comes directly from TXCSES; spelling and accuracy are very important and missing information can create PELO errors. Ensure all USEC entries for attorneys, draw site address, locations, etc. (CREF, CRTT, CLDD, ZIPC, DEMO, LOCC, SALC) are up to date.
- On the Retroactive Child Support Screen, CALC for the Judgment amount calculates CSPP1 times the number of months displayed or the user can enter any amount.
- On the Retroactive Child Support Screen, the default lump sum amount is 25% of the judgment. If you do not populate this field, the system will calculate the amount. You can enter a zero.
- You can prevent a completed PELO order from loading to TXCSES by selecting "Remove from upload" on the Order Summary screen.
- "Merge Order/Save to upload" saves the order to PELO. There is no need to save the order as a WordPerfect document.

## Calculations

- Used for gross income
  - Hourly:  $(\text{Amt} * \text{hours} * 52)/12$
  - Weekly:  $(\text{Amt} * 52)/12$
  - Annually:  $\text{Amt}/12$
  - Bi-Weekly:  $(\text{Amt} * 26)/12$
  - Daily:  $(\text{Amt} * 260)/12$
  - Semi-Monthly:  $\text{Amt}$
  - Quarterly:  $(\text{Amt} * 4)/12$
- Used for determining child support
  - 1 child: Adjusted Monthly Earnings \* .20
  - 2 children: Adjusted Monthly Earnings \* .25
  - 3 children: Adjusted Monthly Earnings \* .30
  - 4 children: Adjusted Monthly Earnings \* .35
  - 5+ children: Adjusted Monthly Earnings \* .40
- Multi-family formula used if other children are to be considered
  - Net resources of NCP \* % (20, 25, 30, 35, 40 as if ALL children lived in one household) = A
  - A/total # of children = B
  - B \* # of other children = C
  - NCP Adjusted Monthly Earnings - C = D
  - D \* % of support (20, 25, 30, 35, 40) for the children on this order = E
  - E is value for current support

CALC for the Judgment amount on the Retroactive Child Support screen calculates CSPP1 x months displayed.

CALC for the Lump Sum amounts on the Retroactive Child Support and Retroactive Medical Support Screens defaults to 25% of the judgment amount.