

# JudgeCalc Quick Start Guide

## 1. Launching JudgeCalc

When you open JudgeCalc, today's date appears at the top as the "starting date." All calculations are based on this date.

## 2. Setting Date Exclusion Options

By default, JudgeCalc excludes weekends and federal holidays from calculated dates.

To change these settings, click the Date Options button. You can choose which days to exclude or reset to defaults at any time.

## 3. Selecting a Starting Date

Click the starting date or calendar icon to open the calendar picker.

Select any permissible date (excluded dates are grayed out). JudgeCalc recalculates all deadlines instantly when you change the starting date.

## 4. Viewing Pre-Calculated Deadlines

JudgeCalc displays tables of common offsets (days, weeks, months, years) from the starting date.

Click a row to select a date; double-click to make it the new starting date for further calculations.

## 5. Custom Date Calculations

Use the Offset section to add or subtract days, weeks, months, or years from the starting date.

Double-click the offset date or click Set as Start Date to use it as your new starting date.

## 6. Copying Dates

Use the Copy buttons below the calculated dates to copy any date to your clipboard for easy pasting into documents or emails.

## 7. Resetting Dates

Click Today to reset the starting date to today.

Use Reset Offset to clear custom offsets, or Reset All to restore all settings and dates to their defaults.

## 8. Court/Business Days

To count only business days (Monday–Friday, excluding holidays), select Court Days in Date Options. Only the days input will be available for this feature.

## Tips

- Hover over any date to see if it was moved due to exclusion settings and why.
- Tooltips provide additional information about date adjustments.

Ready to get started? JudgeCalc is designed for speed, accuracy, and flexibility—ideal for legal and business deadline management.