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NOTE: Attorneys please get copy of client's Driver's License

**CLIENT'S LIST OF DOCUMENTS TO BE PREPARED AND FURNISHED
IF APPLICABLE AND IF IN YOUR POSSESSION**

- 1. Tax Returns:** All federal and state tax returns with all schedule sin your possession or of which you can obtain possession for the past three (3) years, including gift tax returns, federal partnership returns, federal and state corporate tax returns, federal, state, and local tax returns, including all supporting documents such as W-2s, 1099s, etc. As to the current year, submit all estimated tax returns and other supporting documents and schedules.
- 2. Net Worth of Financial Statements:** If you have copies of or are aware of any net worth financial statements that have been prepared during the past five (5) years for the purposes of securing a mortgage, a loan, a line of credit, or otherwise, try to obtain same and furnish copies to us. If you cannot obtain copies, tell us in writing everything you know about the whereabouts of such statements. Please obtain a current Social Security Statement:
<https://secure.ssa.gov/RIL/SiView.do>
- 3. Retirement Plans:** If you and/or your spouse is a participant, and if you can obtain any documentation dealing with pension, profit sharing, Keogh, SEP, annuity, retirement plans, 401(K) or 403(B) plans, and or IRA accounts, try to obtain the documentation. Contact the company, the plan administrator or person responsible for maintenance of the program and request copies of the summary of the plan and its monetary value. As to the IRA accounts, get all current information from the institution where the account is maintained.
- 4. Real Estate Documentation:** Try to secure copies of all deed, mortgages, as well as, closing statements if possible. Try to get copies of the real estate tax statements. If you are aware of any appraisals that have been made, try to get copies or give us information concerning them.
- 5. Life Insurance:** Try to gather all life insurance policies. Please provide us with a copy of the face sheet and copy of the application which is part of the policy. Try to obtain the cash

value, and the premium amount. Also attempt to obtain information as to policy loans, including how much was borrowed, when and by whom.

6. **Medical Insurance:** Furnish us with the card for the medical insurance. Please try to discover what provisions there are concerning conversion after divorce (COBRA). *Please also obtain documentation of the cost for coverage as follows: employee only, employee and children and family plan.*
7. **Checking Accounts:** Provide date of separation and current statements. Try to get all cancelled checks, bank statements and check registers for the past three (3) years that you or your spouse maintain or have maintained, and store them in a safe place. If periodic alimony or division of property/liabilities becomes an issue, we may request this data.
8. **Savings Accounts, Money Market Accounts, Certificates of Deposit, etc.:** Provide date of separation and current statements.
9. **Securities:** If you and/or your spouse own any securities, furnish us with a list of all stocks and bonds and copies of all the original certificates. Try to get statements for all stocks for the past (5) years.
10. **Employment Records:** Provide paychecks for the past three (3) months for you and your spouse. Provide any employment agreements and compensation and/or benefit summaries for you and your spouse.
11. **Vehicle Documents:** Obtain copies of certificates of title for all automobiles, boats, motor homes, trailers, and all other vehicles. If the titles to these vehicles are not available to provide a copy of the current registration.
12. **Vehicle Valuation:** Please provide us with your Kelly Blue Book value at www.kbb.com. Use the trade value.
13. **Business Interest:** If you or your spouse have an interest in any business, try to obtain copies of Partnership Agreements, Shareholder Agreements, partnership and corporate tax returns and related documents. Also, obtain articles of incorporation, buy-sell agreements, and any other business related documents.
14. **Previous Marriage:** If either of you have been previously married and divorced, please furnish us with a copy of the final decree, shared parenting plan (if there is one), and any post-decree mediations.

- 15. Written Agreements:** If you or your spouse have entered into any written agreements, such as a Pre-Marital Agreement, Post Marital Agreement, agreements concerning support, property or other matters, it is essential that we have a copy of the agreements.
- 16. Safety Deposit Box:** Please provide us with all information concerning safety deposit boxes maintained by you or your spouse. A list of contents will be helpful. The more details the better.
- 17. Inventory of Tangible, Personal Property:** If you believe there will be an issue dividing household goods, please prepare a list of all contents of your home, organized on a room by room basis, itemizing each item in each room. Do not forget to inventory the garage, should there be items of value contained therein. Please secure this list in a safe place. If you wish, you may make a videotape of the contents, however, you should still make the list. List other items of personal property which have value that are in you and/or your spouse's possession, including, but not limited to, jewelry, collectibles and the like. Make a separate list as to that property which is presently in the possession of your spouse. Make a separate list of any items that are your non-marital property.
- 18. Property Appraisals:** If jewelry, boats, automobiles, or other items of personal property have been appraised, provide copies.
- 19. Credit Report:** Please run and provide a copy of your credit report. You can get one free credit report per year here: <https://www.annualcreditreport.com/index.action>
- 20. Social Security Statement:** Please run and provide a copy of your Social Security Statement. You can order one here: <https://secure.ssa.gov/RIL/SiView.do>
- 21. Lawsuits:** Provide us with copies of all pleadings and judgments from all legal proceedings in which you and/or your spouse were a party during the past five (5) years. We are especially interested in all previous actions between you and your spouse and, therefore, as to any actions of dissolution, divorce, legal separation or alimony only, we want those documents regardless of their age.
- 22. Extraordinary Expenses:** List upcoming extraordinary expenses (other than the everyday living expenses) and indicate the anticipated amount required to satisfy the expense, specify the nature of the expense, such as higher education, medical and dental not covered by insurance, major home repairs, major automobile purchase or repairs, tax liabilities, etc.

23. **Contingent Liability:** During the marriage you may have cosigned, endorsed or guaranteed obligations at the request of your spouse. If you did, or even think you might have, we want to know about it, so please give us as much information as possible concerning such potential or contingent liabilities.
24. **Children's Assets:** Please make a list of all assets held by or on behalf of your minor children, whether in a trust or otherwise, and set forth the income produced.
25. **Family Narrative:** If custody of the minor children will be a dispute, please write a narrative or diary of the marriage. Provide a detailed description of your life with your spouse and the children. We want to know the good things and the bad. We want to get an understanding of the roles each of you played in the family structure and with each other. It is important is that you are completely honest with us. We cannot adequately represent you if we do not know all the pertinent facts. Let us be the judge of what is relevant and what is not. If it is not germane to your case, we will not use it, but if we do not know about it, we cannot decide if it is relevant. *You do not want a fact to surface in a court hearing about which we were not aware and prepared to refute or qualify.*

NOTE: *The termination of a marriage and the split up of a family is never a pleasant experience. Since we deal with these matters on a daily basis, we understand. Your ability to be honest and thorough with us during this process will greatly affect our ability to minimize the stress you will experience from the legal system. Providing the information and documents requested herein will greatly improve our ability to represent you and to understand situation. Never be afraid to ask us any questions relevant to this process.*