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DOCUMENTS NEEDED FOR CASE PREPARATION

Child Support and/or Spousal Maintenance Issues:

- ___ 1. a fully completed Affidavit of Financial Information;
- ___ 2. proof of income from all sources, specifically including complete tax returns, W-2 forms, 1099 forms, and K-1 forms, for the past two (2) completed calendar years, and year-to-date income information for the current calendar year, including, but not limited to, year-to-date pay stub, salaries, wages, commissions, bonuses, dividends, severance pay, pensions, interest, trust income, annuities, capital gains, social security benefits, worker's compensation benefits, unemployment insurance benefits, disability insurance benefits, recurring gifts, prizes, and spousal maintenance;
- ___ 3. proof of court-ordered child support and spousal maintenance actually paid by the party in any case other than the one in which disclosure is being provided;
- ___ 4. proof of all medical, dental, and vision insurance premiums paid by the party for any child listed or referenced in the petition;
- ___ 5. proof of any child care expenses paid by the party for any child listed or referenced in the petition;
- ___ 6. proof of any expenses paid by the party for private or special schools or other particular education needs of a child listed or referenced in the petition; and
- ___ 7. proof of any expenses paid by the party for the special needs of a gifted or handicapped child listed or referenced in the petition.

Property Issues:

- ___ 1. copies of all deeds, deeds of trust, purchase agreements, escrow documents, settlement sheets, and all other documents that disclose the ownership, legal description, purchase price and encumbrances of all real property owned by any party;
- ___ 2. copies of all monthly or periodic bank, checking, savings, brokerage and security account statements in which any party has or had an interest for the period commencing six (6) months prior to the filing of the petition and through the date of the disclosure;
- ___ 3. copies of all monthly or periodic statements and documents showing the value of all pension, retirement, stock option, and annuity balances, including Individual Retirement Accounts, 401(k) accounts, and all other retirement and employee benefits and accounts in which any party has or had an interest for the period commencing six (6) months prior to the filing of the petition and through the date of the disclosure, or if no monthly or quarterly statements are available during this time period, the most recent statements or documents that disclose the information;
- ___ 4. copies of all monthly or periodic statements and documents showing the cash surrender value, face value, and premiums charged for all life insurance policies in which any party has an interest for the period commencing six (6) months prior to the filing of the petition and through the date of the disclosure, or if no monthly or quarterly statements are available for this time period, the most recent statements or documents that disclose the information;
- ___ 5. copies of all documents that may assist in identifying or valuing any item of real or personal property in which any party has or had an interest for the period commencing six (6) months prior to the filing of the petition, including any documents that the party may rely upon in placing a value on any item of real or personal property;
- ___ 6. copies of all business tax returns, balance sheets, profit and loss statements, and all documents that may assist in identifying or valuing any business or business interest for the last two (2) completed calendar or fiscal years with respect to any business or entity in which any party has or had an interest; and

- ___ 7. a list of all items of personal property. including, but not limited to, household furniture, furnishings, antiques, artwork, vehicles, jewelry and similar items in which any party has an interest, together with the party's estimate of current fair market value (not replacement value) for each item.

Debt:

- ___ 1. copies of all monthly or periodic statements and documents showing the balances owing on all mortgages, notes, liens, and encumbrances outstanding against all real property and personal property in which the party has or had an interest for the period commencing six (6) months prior to the filing of the petition and through the date of the disclosure, or if no monthly or quarterly statements are available during this time period, the most recent statements or documents that disclose the information; and
- ___ 2. copies of credit card statements and debt statements for all months for the period commencing six (6) months prior to the filing of the petition and through the date of the disclosure.

CHILDREN

___ PREPARE A CONTACT DIARY OF VISITATION BETWEEN YOUR CHILDREN AND THEIR OTHER PARENT. THE CONTACT DIARY MUST BE ACCURATE AND REFLECT ALL CONTACT, WHETHER THE PERSON OR TELEPHONE. THIS INFORMATION MAY BE USED BY EITHER A CUSTODY EVALUATOR OR JUDGE IN DECIDING CUSTODY/VISITATION ISSUES. THE INFORMATION MAY ALSO SUPPORT THE VISITATION ADJUSTMENT FOR CHILD SUPPORT CALCULATION

WITNESSES

___ PROVIDE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF PEOPLE WILLING TO TESTIFY AS TO THEIR OBSERVATIONS AND/OR PERSONAL KNOWLEDGE ABOUT ISSUES UNDER CONTENTION