Documentation Checklist

In order to complete/begin the casework on your file, please provide the following information as soon as possible.

Court Cast/Hearing Information

- ☐ Draft of Divorce Decree
- ☐ Mediation Summary
- ☐ Information on Next Mediation Date
- ☐ Friend of the Court Child Support Recommendation
- ☐ Information on Next Court Date
- ☐ Interrogatories/Depositions/Requests for Information
- ☐ QDRO (Qualified Domestic Relations Order)

Financial Data

- ☐ Tax Returns-Last three years- For Client, Spouse and Joint
    - Personal Tax Returns
    - W-2's and 1099s- Last three Years
    - Partnership/Corporate Tax Returns
    - Any Amended Tax Returns

- ☐ Partnership/Corporate Financial Statements
  For Client and Spouse
- ☐ Payroll Stubs (three most recent) for Client and Spouse
- ☐ Monthly Expenses for Client and Spouse
- ☐ Social Security Statements for Client and Spouse
- ☐ Life Insurance Policies and Most Current Statement for Client and Spouse (Personal and through Work)
- ☐ Pension Plans (Defined Benefit and Defined Contribution) for Client's Plans:
    - Summary of Plan Description
    - Benefits Booklet
    - Most Recent Statements (three years)

- Benefits Estimate:
  - At Earliest Retirement Age
  - At Normal Retirement Age
  - At Current Age (if eligible)
  - Early Retirement Option Elections
- Pension Plans (Defined Benefit and Defined Contribution) for Spouse's Plans:
  - Summary of Plan Description
  - Benefits Booklet
  - Most Recent Statements (three years)
- Benefits Estimate:
  - At Earliest Retirement Age
  - At Normal Retirement Age
  - At Current Age (if eligible)
  - Early Retirement Option Elections
- Stock Options for Client and Spouse
  - Benefits Booklets
  - Most Recent Statements (three years)
- IRA, Roth IRA, Keogh, SEP, 401(k), 403(b), 457 & Non-Qualified Defined Compensation Statement for Client and Spouse.
- Primary Residence and Other Real Estate
  - Appraisal
  - Date of Purchase
  - Purchase Price
  - Original Mortgage Amount

- Cancelled Checks and Bank Statements for Client's and Spouse's Joint, Business, Partnership and Corporate Accounts for previous six months.

- Savings/Passbook Account Statements for Client's and Spouse's Joint, Business, Partnership and Corporate Accounts for previous six months.

- Statements regarding Securities, Money Market, Brokerage, CDs,

- Commodities, Mutual Funds, Investment Accounts, Annuities, Stocks and Bonds for Client's and Spouse's Joint, Business, Partnership and Corporate Accounts.

- All Employee Benefit and Executive Compensation Booklets and Statements for Client and Spouse

- Wills, Trusts and Amendments for Codicils for Client, Spouse and Children.

- ☐ Business or Partnership Agreements for Client and Spouse
  - Current Mortgage Amount as of _______________
  - Interest Rate/Length of Mortgage
  - Monthly Payment
  - Second Mortgage Information

- ☐ Children's Bank, Savings, Insurance and Investment Account Statements for Previous three years.
- ☐ Mortgage, Loan and Credit Card Statements for Client's and Spouse's Joint, Business, Partnership and Corporate Accounts.
- ☐ Listing of all individual, joint and business non-investment assets (cars, boats, furniture, jewelry, collections, etc.)
- ☐ Information on Any Cash or In-Kind Transactions.

- ☐ Other: ____

Client Name: ____

Date Mailed/Given to Client: _____/_____/_____