DOCUMENTATION CHECKLIST

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

Court Case/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-2s and 1099s – Last 3 Years
  - ❑ Partnership/Corporate Tax Returns
  - ❑ Any Amended Tax Returns
- ❑ Partnership/Corporate Financial Statements for Client and Spouse
- ❑ Payroll Stubs (3 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 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 & Defined Contribution) for Spouse's Plans:

- ❑ Summary Plan Description
- ❑ Benefits Booklet
- ❑ Most Recent Statements (3 yrs)
- ❑ 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 Deferred Compensation Statements 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 three years

- ❑ Statements regarding Securities, Money Markets, 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 or Codicils for Client, Spouse and Children

- ❑ Business or Partnership Agreements for Client or 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, 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: ______/______/_______