

CHECKLIST OF SUPPORTING DOCUMENTS

TO BE FURNISHED

- _____ 1. Tax Returns. If you are able, please furnish us copies of your state and federal income tax returns for the last five years including all schedules, W-2 statement, and 1099's.
- _____ 2. Net Worth Statements. If you or your spouse have been required to file any financial or net worth statements in the last five years for the purpose of securing a loan or line of credit, please furnish us copies of such financial or net worth statements. If you do not have a copy in your possession, contact the financial institution to which you submitted these statements and obtain copies from them or list when money was borrowed.
- _____ 3. Retirement Plan. If you or your spouse is a participant in any profit sharing, pension, Keogh, annuity, or retirement plan that is afforded you or your spouse by your employer, please contact the bookkeeper, plan administrator, or person responsible for the maintenance of such program and request from them a copy of the summary plan description, a statement as to the current interest in such plan, and its monetary value. We would inform you that such information must be provided by your employer upon request.
- _____ 4. Retirement Accounts. If you or your spouse are the owners of any individual retirement accounts (IRA), please provide us with the name of the financial institution, account number, beneficiary and current statement indicating the balance in the account.
- _____ 5. Real Estate - Legal Description. If you or your spouse have any interest in any real estate, list the address of each such parcel and secure a copy of the legal description for each parcel of real estate. It is important that we have a complete legal description for each parcel of real estate since it will be involved in this particular proceeding and later will be included in pertinent legal documents. If you do not personally have such legal description, you may contact the lending institution which has a financial interest in the parcel of real estate and they will furnish you with the legal description. The legal description appears in the deed, mortgage, title insurance policy or abstract of title. We should have a photocopy of the deed for our file.
- _____ 6. Receipted Real Estate Tax Bill. With respect to each parcel of real estate either jointly or solely owned, please furnish us a photocopy of the last paid tax bill for each parcel of property.
- _____ 7. Real Estate Appraisal. If any property has been appraised for any reason within the last three years, such as for insurance, mortgage loan or contemplation of sale,

agreement, the inventory, most recent annual accounting, and tax returns, if any, for such trust. We would suggest that you provide us with such documentation for the last five years. Please be sure to furnish us whatever information you have with respect to your spouse's interest in any estate, trust, or future interests.

- _____ 15. Previous Marriages. If either you or your spouse was previously married and divorced, furnish us copies of the Findings of Fact, Conclusions of Law and Judgment (Settlement Agreement and Decree) entered in this action.
- _____ 16. Written Agreements. If you and your spouse have entered into any written agreement concerning support, property, or other matters, furnish us a copy of the agreement. If there is no agreement under no circumstances should you enter into any agreement with respect to the proceedings or otherwise without consultation with this office.
- _____ 17. Hearing for Temporary Relief. If we are unable to reach an agreement for temporary support and maintenance during the pendency of the actin for yourself and your spouse and your children, you will be required to attend a hearing held before the Judge. At the temporary hearing, we will require you to furnish a wage statement from your employer for a period of eight weeks prior to the hearing setting forth your actual gross and net earnings. You will also be required to produce copies of your income tax returns for at least the last two years. We would remind you to have this information available and forwarded to us in advance of the hearing so that we can properly represent your interests and also be able to properly estimate your needs during such period.
- _____ 18. Safety Deposit Box. If you or your spouse own a safety deposit box, please indicate the location and furnish us with a list of the contents.
- _____ 19. History of Marriage. Please provide a history of the marriage in narrative form. This should include the events leading up to the marriage, what each of you wishes out of the marriage, the property brought into the marriage, the jobs and positions held, if either of you changed or altered plans for the other, the help received from both of your families and the problems of the marriage. This chronology should also trace residences, financial growth and planning and how you accumulated your present property.
- _____ 20. Please provide any documentation that you might have which will verify property acquired prior to the marriage, brought into the marriage, inherited, gifted, or loaned to you or to your spouse or a list of the institutions or third persons where this information may be available.