

Please obtain and give us copies of any of the following documents in your possession. If the documents exist but you do not have them, let us know where they are. Indicate if they are not relevant and you do not have them.

1. Tax Returns. Please furnish with copies of your state and federal personal and business income tax returns for the last five years, including all schedules, W-2 forms, and 1099's.
2. Net Worth Statements. If you 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 with copies of such financial or net worth statements. If you do not have a copy in your possession, contact the financial institutions to which you submitted these statements and obtain copies from them.
3. Retirement Plans. If you are a participant or a beneficiary of any profit-sharing, pension, Keogh, 401(k), tax-deferred savings or other retirement plan that is afforded you by your employer or your spouse's 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 your current interest in such plan, and its monetary value, if known. If you are a participant in or beneficiary of any Individual Retirement Account, please furnish the most recent statement of account.
4. Real Estate - Legal Description. If you 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 I have a complete legal description for each parcel of real estate, since those descriptions will be required for this particular proceeding and 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 it will furnish you with the legal description. The legal description appears in the deed, mortgage, title insurance policy or abstract of title. We will need copies of all current deeds and deeds of trust for our files.
5. Receipted Real Estate Tax Bill. With respect to each parcel of real estate, either jointly or sole owned, please furnish us a photocopy of the last-paid property tax bill for each parcel of property.Real Estate Appraisal. If any real property has been appraised for any reason within the last three years, such as for insurance, mortgage loan or contemplation of sale, please furnish a copy of the appraisal.
6. Life Insurance. Please furnish information concerning all life insurance policies. It is important that we receive copies of the face sheet of all life insurance policies owned, setting forth the name of the insurance company, face amount of the policy, policy number, owner of the policy, beneficiary, annual premium, and the terms and conditions of such policy.

7. Medical Insurance. Furnish us with the company name, address, policy or group number, and subscriber number for all health and medical insurance. Also secure from the insurance company a statement as to coverage for you, your spouse and children and what provision the policy has concerning conversion after divorce.
8. Other Insurance. Please furnish us copies of all insurance policies you presently maintain including, but not limited to, all homeowners' policies, automobile, and personal property insurance including any schedules or riders.
9. Bank Accounts. It is important that we receive a photocopy of the current statement indicating the balance on deposit in all banks, savings and loan, or other financial institution accounts, and we must also receive the account number of each such account. Such information can be obtained from the financial institution by you upon request.
10. Securities. If you or your spouse own any securities, please furnish us with a list of the stocks or bonds owned, the date of purchase, the purchase price, and the current owner of such securities. This information can be obtained directly from the person who handled the purchase of these securities for you or your spouse.
11. Business Interests. If you or your spouse have any interest in any business entity, we must receive copies not only of any such partnership or corporate tax returns, and the appropriate schedules attached to such returns, but also copies of the balance sheets and profit and loss statements for the last three years. If there is a shareholder agreement of any type, or any unusual provision in the by-laws, please provide copies of those documents. If there is any litigation pending by or against the business entity, provide us with copies of the pleadings or correspondence with respect thereto. If any person or entity has done an appraisal of the business or of your interest in the business, please provide a copy. Please provide copies of any stock certificates issued to you, and give us all pertinent information as to the interest and identify of other shareholders or partners in the business. Finally, please furnish us with a brief written description of the business's principal activities.
12. Estate or Trust Interests. It is also important that you tell us if you or your spouse has any interest in any estate, inheritance, or a future interest which you believe will become your or the other spouse's property in the near future. If this is the case, please furnish us a copy of the will, inventory, final account and judgment evidencing such interest. If you have an interest in any trust, it is important that we review the actual trust agreement, the inventory, most recent annual accounting, and tax returns, if any, for such trust. We suggest that you provide us with such documentation for the last three 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.

13. 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, we urge you not to attempt to enter into a written agreement without consulting us or outside the Collaborative Law process. If there are any prenuptial agreements, please be sure to give us copies.
14. Current Income. Since spousal support is going to be an issue in this process, we must have the following:
 - a. A current wage statement from your employer, reflecting earnings and deductions for the last three months;
 - b. A budget from each of you indicating current expenses for yourself and;
 - c. If not indicated on your current wage statement, documentary evidence concerning the existence and cost of any medical insurance covering you, your spouse, and/or your children.
 - d. Information regarding any credit cards or personal loan indicating when the debt was incurred, what the present balance is, the monthly payment and the terms of re-payments. Please provide statements from date of separation on these accounts. Provide six months to one year of credit card statements if purchases have been made during that time period.
15. If you or your spouse own a safety deposit box, please indicate the location and furnish us with a list of the contents.
16. Please provide a listing of all personal items of property that you are concerned will be a source of disagreement. Please provide when it was purchased, for what occasion or use, what funds were used to purchase the item, an estimated value and who is in current possession.