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**DIVORCE OR LEGAL SEPARATION
DOCUMENT CHECKLISTS AND DOCUMENT PROCESSING**

the purpose of this information and the checklists is to facilitate your case and reduce your ultimate cost

NOTICE: Downloading this form from www.gustafsonlaw.com shall not constitute an attorney-client relation, nor shall it evidence acceptance of representation by counsel. Counsel shall not have been retained until a valid retainer agreement has been executed by client and attorney.

IMPORTANT. Discovery contests to access information can be quite expensive in family law litigation. No matter how cooperative it appears your spouse will be, assuming you have lawful access, obtain documentation when he or she is at work, copy and replace. You need not keep the original documents - copies will suffice. Keep your copies in a separate location to which your spouse does not have access.

Please review attorney's document management policies. Client expense and representation are impacted by format of documents received by counsel. www.gustafsonlaw.com/atty-client-docs.htm

Attorney fact sheets - password protected - restricted to client use only

General - all divorces

www.gustafsonlaw.com/PDF/Attorney/Family-Law/Fact-Sheet-Divorce.pdf

Children - only if relevant

www.gustafsonlaw.com/PDF/Attorney/Family-Law/Fact-Sheet-Divorce-Children.pdf

GENERAL DOCUMENT CHECKLIST

a. Photo spouse. Please provide a photographic image of your spouse. This may be a hard copy photograph, or computer image such as .jpg or .gif. Digital image preferred - can be sent via email, otherwise original photo requested - not photocopy - will be scanned and returned. This will aid process servers or private investigators retained by attorney.

Photo or Image Procured Not Available

b. Photo self. If you physically drop by for an appointment, attorney will request opportunity to take a digital photo for his file. If not, please submit a physical photo or digital image. Digital image preferred - can be sent via email, otherwise original photo requested - not photocopy - will be scanned and returned. This helps attorney to personalize your case, particularly if you call a few years later regarding representation on an unrelated matter.

Photo or Image Procured Not Available

c. Photo other. If any object, scene or location is relevant to your case, please submit photographs or digital images or advise attorney he needs to procure. This includes but is not limited to photograph of owned real property, motor vehicles or other major assets. Digital image preferred - can be sent via email, otherwise original photo requested - not photocopy - will be scanned and returned. This helps attorney to personalize your case, particularly if possession, ownership or value becomes disputed or if market analysis or appraisal becomes necessary.

Photo or Image Procured Not Available

d. Marriage license or certificate.

Original Procured Copied Not Available Not Applicable

e. Written evidence you held yourselves out as common-law married.

Original Procured Copied Not Available Not Applicable

- f. Any prior court order declaring spousal maintenance or support obligation.
 Original Procured Copied Not Available Not Applicable
- g. Paystubs, LES or other evidence of income for the last 3 months for yourself and spouse.
 Original Procured Copied Not Available Not Applicable
- h. Federal income tax return, W-2 forms and supporting schedules filed the last 3 tax years for yourself and spouse.
 Original Procured Copied Not Available Not Applicable
- i. Evidence of disability or incapacity which reduces your ability or spouse's ability to earn a living or provide support, or the need for spousal support.
 Original Procured Copied Not Available Not Applicable
- j. Spouse's written agreement to provide spousal maintenance support payment.
 Original Procured Copied Not Available Not Applicable
- k. Your ledger or copies of receipts, checks or other evidence of all spousal support payments paid by you or on your behalf to spouse.
 Original Procured Copied Not Available Not Applicable
- l. Your ledger or copies of receipts, checks or other evidence of all spousal support payments paid by spouse or on his / her behalf to you.
 Original Procured Copied Not Available Not Applicable
- m. Warranty deed, mortgage, deed of trust or a tax statement which provides the legal description for each parcel of real property, and closing documents from purchase. Also needed is the creditor's name & address, account number, current mortgage balance and escrow balance.
 Original Procured Copied Not Available Not Applicable
- n. If any real estate is income or revenue producing, profit & loss statements regarding said properties.
 Original Procured Copied Not Available Not Applicable
- o. Copy of the vehicle registration or title for each vehicle. To enable later title transfers, an accurate VIN is required for preparation of powers of attorney.
 Original Procured Copied Not Available Not Applicable
- p. Last 3 statements for each bank account. Please produce additional relevant periods if you or spouse have engaged in creative finances.
 Original Procured Copied Not Available Not Applicable
- q. Last 3 months billing statements from each current creditor and any billings reflecting excessive charges by yourself or spouse. This would include charge cards, medical providers, open accounts or installment payment accounts.
 Original Procured Copied Not Available Not Applicable
- r. Last utility statement regarding the family residence - electricity, gas, water and sewage. If not representative of the average utility costs, please provide a representative billing.
 Original Procured Copied Not Available Not Applicable

- s. For any illness, injury or debt which may be relevant to your divorce, produce medical bills even if previously paid.
 Original Procured Copied Not Available Not Applicable
- t. Statements regarding value or interest in pension, IRA, TSA, TSP, 401k, KEOGH, stocks - bonds or whole life insurance policies. If available on-line via the internet, provide up to date value information. If you do not have in your possession, please write to the provider. At minimum, provide name, address and phone number for any agency which can provide particulars on pensions, annuities, profit sharing, tax sheltered annuities, insurance or securities.
 Original Procured Copied Not Available Not Applicable
- u. If you or your spouse contributed to the education or business venture of the other, provide financial particulars. The value could be included in the marital estate for division or it may be relevant to award of spousal maintenance.
 Original Procured Copied Not Available Not Applicable
- v. Abuse or Criminal Litigation or Allegations. Whether yourself or your spouse, locate and copy all records of arrests or convictions for child abuse, drunk driving, drug or alcohol related offenses, assault, felonies or other relevant crimes or dependency and neglect actions, DHS / DSS involvement or criminal charges or investigations.
 Original Procured Copied Not Available Not Applicable
- w. Any signed or unsigned agreement relevant to your case which was prepared or executed at any time. If either alleges an oral agreement, write down the substance.
 Original Procured Copied Not Available Not Applicable
- x. Please execute an authorization to release medical, pension or confidential information. Advise if not provided at time retainer agreement executed.
 Original Procured Copied Not Available Not Applicable
- y. Any other financial information which may be relevant to your divorce.
 Original Procured Copied Not Available Not Applicable

CHILDREN DOCUMENT CHECKLIST

Not Applicable - no unemancipated children involved in this divorce - skip remainder of checklist

- a. Photograph of each child - helps to personalize the case.
 original photo requested - not photocopy - will be scanned and returned
 this can be a snapshot and can be .jpg or .gif emailed to attorney
 Photo or Image Procured Not Available
- b. Photographs of living quarters of the child(ren) - helps to personalize the case & diffuse arguments
 please photo the exterior and interior of the residence in which child will live when with you
 this would include the front & back yard and a snapshot of the neighborhood in each direction
 from the front of your residence
 original photos requested - not photocopy - will be scanned and returned
 this can be a snapshot and can be .jpg or .gif emailed to attorney
 Photos or Images Procured Not Available
- c. Copy of birth certificate for any relevant child.
 Original Procured Copied Not Available

- d. Any prior court order declaring paternity or child support.
 Original Procured Copied Not Available Not Applicable
- e. Pay stubs for the last 3 months for any child.
 Original Procured Copied Not Available Not Applicable
- f. Spouse's or your written agreement to provide child support-payment.
 Original Procured Copied Not Available Not Applicable
- g. Your ledger or copies of receipts, checks or other evidence of all child support payments paid by you or on your behalf to spouse.
 Original Procured Copied Not Available Not Applicable
- h. Your ledger or copies of receipts, checks or other evidence of all child support payments paid by spouse or on his / her behalf to you.
 Original Procured Copied Not Available Not Applicable
- i. Evidence of disability or incapacity which reduces your ability or spouse's ability to earn a living or provide child support, or the need for child support.
 Original Procured Copied Not Available Not Applicable
- j. Evidence of disability or incapacity which reduces your ability or spouse's ability to care for or support a child.
 Original Procured Copied Not Available Not Applicable
- k. Evidence of long term illness, disability or incapacity which affects any child, including but not limited to billing statements from each medical creditor or health provider indicative of current debt or on-going care expense.
 Original Procured Copied Not Available Not Applicable
- l. Statements regarding health insurance cost. The attorney must be able to determine the amount of health insurance premium applicable to each child and to each spouse individually.
 Original Procured Copied Not Available Not Applicable
- m. Current Recollection Recorded. Keep a notebook of all significant events regarding children; ie: visitation requested and given or received, visitation not provided or exercised, cleanliness and care of children, baby-sitting arrangements, school events or consultations, etc. Keep entries brief & date each. Your memory will fade with time - the Nike motto - just do it.
 Original Procured Copied Not Available Not Applicable
- n. Any signed or unsigned agreement relevant to your case which was prepared or executed at any time. If either alleges an oral agreement, write down the substance.
 Original Procured Copied Not Available Not Applicable
- o. Please execute an authorization to release medical, pension or confidential information for yourself and each child. Advise if not provided at time retainer agreement executed.
 Original Procured Copied Not Available Not Applicable
- p. Any other information which may be relevant to allocation of parental responsibilities or parenting time - fka custody and visitation.
 Original Procured Copied Not Available Not Applicable