

Documents To Obtain:

Lawyer
Wants

Client
Has

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| _____ | _____ | 1. Financial affidavit —a completed affidavit or declaration on the form your attorney gives you. |
| _____ | _____ | 2. Estimated taxes/income tax records —including estimated tax returns, W-2, 1099, and K-1 forms, payroll stubs, and all other evidence of income since the filing of your last tax return. |
| _____ | _____ | 3. Income tax returns —personal, corporate, partnerships, joint ventures, or other income tax returns, state and federal, including W-2, 1099, and K-1 forms in your possession or control for the past ___ years. |
| _____ | _____ | 4. Personal property tax returns —filed in this state or elsewhere at any time throughout the marriage. |
| _____ | _____ | 5. Bank information —all monthly bank statements, passbooks, check stubs or registers, deposit slips, canceled checks, and bank charge notices on personal and business accounts, certificates of deposit, money management, and retirement accounts in your possession or control from banks, savings and loan institutions, credit unions or other institutions, which have been or are maintained at any time for or by you, individually, jointly, or as a trustee or guardian, and in which you sign or have had any legal or equitable interest. |
| _____ | _____ | 6. Financial statements —submitted to banks, lending institutions, or any personas or entities, which were prepared by or on your behalf at any time during the last 5 years. |
| _____ | _____ | 7. Loan applications —and statements of loan accounts for all loans applied for, whether approved or not, for the last 5 years. |
| _____ | _____ | 8. Broker’s statements —all statements of account from securities and commodities dealers and mutual funds you maintained and received during the marriage and held individually, jointly, or as a trustee or guardian. |
| _____ | _____ | 9. Stocks, bonds, and mutual funds —certificates held individually, jointly, or as a trustee or guardian, including any stock brokerage accounts (and statements) owned during the marriage. |
| _____ | _____ | 10. Stock options —all records pertaining to stock options held in any corporation or other entity exercised or not. |
| _____ | _____ | 11. Pension, profit sharing, deferred compensation agreement, and retirement plans —or any other kind of plan owned by your or any corporation in which you are or have been a participant during the marriage. |
| _____ | _____ | 12. Wills and trust agreements —executed by you or in which you have a present or contingent interest in which you are named beneficiary, trustee, executor, or guardian and which are now or existed during the past five years, including inter vivos trusts (those made while the parties are living). All records of declaration of trust and minute books for all trusts to which you are a party, including the certificates, if any, indicating such interest and copies of all statements, receipts, disbursements, investments, and other transactions. |
| _____ | _____ | 13. Life insurance —or certificates of life insurance currently insuring your life or the life of any other person, in which you are a primary or contingent beneficiary, including any disability insurance. |

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- _____ _____ **26. Employment contracts**—under which you are performing services and/or rendering merchandise or materials, or under which someone is indebted to you for services and/or merchandise and materials already furnished, during the past three years, including a list describing any oral contracts.
- _____ _____ **27. Business records**—if you are self-employed, a partner, or own more than 10 percent of the outstanding capital stock of any corporation, produce the documents requested in numbers 6,8,13,14,15 and 25 with respect to that business.
- _____ _____ **28. Charge accounts**—controlled or authorized for your personal or business use, including all statements and receipts. Together with a list of those business for which you are or have been authorized to charge items to another person’s or entity’s account during the marriage.
- _____ _____ **29. Membership cards**—or documents identifying participation rights in any county clubs, key clubs, private clubs, associations, or fraternal organizations during the marriage, together with all monthly statements.
- _____ _____ **30. Judgments**—and pleading in actions to which you have been a party, either as plaintiff or defendant, during the past five years.
- _____ _____ **31. Gifts**—all records pertaining to gifts of any kind made to you or by you to any person or entity, together with all records in connection with the transfer of personal property, by sale gift, or otherwise, during the marriage.
- _____ _____ **32. Charitable contributions**—receipts, canceled checks, or other tangible evidence of charitable donations.
- _____ _____ **33. Medical bills**—prescriptions, evaluation reports, or diagnosis for psychiatric treatment received during the last five years.
- _____ _____ **34. Telephone and long distance charges**—received in the form of monthly telephone statements for numbers that have been in your name or the name of any corporation, partnership, or other entity in which you have been a major shareholder, officer or director for the past three years.
- _____ _____ **35. Tapes and photographs**—all written memorandums, reports, and photographs submitted to you or your attorney by any other person; all tape recordings made in connection with any wiretapping or other electronic surveillance conducted by you or others on your behalf.
- _____ _____ **36. Inventory of safe deposit boxes**—of husband or wife.