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FAMILY LAW **ASSETS AND DEBTS**

This document is for informational purposes only. No information provided herein is intended to be legal advice, nor is it intended to create an attorney-client relationship. You should consult an attorney for individual advice regarding your own situation.

The following information, along with the Client Questionnaire will provide your attorney with an understanding of your specific needs, as well as detailed information relating to marital assets and debts.

Note: Please provide the requested information to the best of your ability. If necessary, please use separate paper to complete your responses. Providing the following information to your attorney will make your initial meeting more efficient and effective.

During dissolution (divorce) proceedings, it is necessary to obtain an accurate accounting of the marital assets and debts. Accomplishing this task may appear overwhelming as well as time consuming.

However, the following list incorporates a majority of the items that will be necessary to further your divorce and will serve as a checklist to assist you in completing this task.

First, you will find requests made for copies of specific documentation. Secondly, you will be asked to provide detailed information relating to those documents.

Requested Documents

Documents Evidencing Ownership

Please provide copies of documents supporting current or past ownership of real estate, or any other real property and commercial property, owned by you and/or your spouse. Examples of such documents may include deeds, escrow statements, mortgage statements, agreements, recent appraisals, etc.

Automobiles

Please provide copies of your most recent statements and/or ownership documents relating to all automobiles owned by you and/or your spouse.

Life Insurance Policies

Please provide a copy of the most recent life insurance policies held by you and/or your spouse.

Bank Accounts

Please provide copies of the most recent bank statements for which you and/or your spouse hold an interest. In addition, if the most recent statements are different than the actual date of separation, please provide copies of the bank statements that coincide with the date of separation.

Tax Returns

Please provide copies of your tax returns. A review of your tax returns provide valuable information relating to income, such as income from investment accounts and possibly information from various other accounts such as retirement accounts.

Retirement/Pensions

Please provide copies of your recent retirement accounts and/or pension accounts. In addition, if the most recent statements are different than the actual date of separation, please provide copies of the statements that coincide with the date of separation.

Pay Stubs

Please provide copies of you and/or your spouse's last three pay stubs. Pay stubs will generally show the entire monthly income of the parties, whether mandatory expenses are deducted, whether commissions are paid, whether bonuses are received, whether health care is deducted, etc. Such information will be considered in calculating support issues, either spousal support or child support.

Debts

Please provide copies of all debts accumulated during marriage. This may consist of credit card debt, loans, etc. Please provide copies of all statements evidencing your current marital debt. In addition, if the current statements differ from your date of separation, please provide the statements coinciding with the date of separation.

Detailed Information

I. PROPERTY

A. Family residence

1. Address: _____

2. Form of Title (joint tenants, tenants in common, etc.): _____

3. Date acquired: _____
4. Purchase price: _____
5. Amount borrowed for purchase: _____
6. Loan balance at time of separation: _____
7. Present loan balance: _____
8. Source of funds for initial purchase: _____
9. Source of funds for mortgage payments: _____
10. Present fair market value: _____
11. Date of most recent appraisal: _____

B. Please list the foregoing information for each and every residence and/or commercial property.

C. Household furniture, furnishings and fixtures

1. Please provide a complete list of all household, furnishings and fixtures (use a separate sheet of paper if necessary).

For each item, please provide the following:

- a. When the items were obtained
- b. Who has possession of the item(s)
- c. Estimated value of the item(s)
- d. Items with special value
- e. Whether the item(s) were acquired by gift, inheritance, or owned prior to marriage

D. Automobiles

1. Please list all automobiles owned by you and/or your spouse.

For each automobile, please provide the following:

- a. The year, make and model
- b. License Number
- c. Form of title
- d. Date of purchase
- e. Source of funds for initial purchase
- f. Source of funds for monthly payments
- g. Balance owed at time of separation
- h. Current balance owing
- i. Party maintaining possession of the vehicle

E. Bank Accounts/Certificates of Deposit

- 1. Please identify all bank accounts/certificates of deposit for which you or your spouse hold an interest.

For each bank account or certificate of deposit, please provide the following:

- a. Type of account (checking, savings, certificate of deposit)
- b. Name(s) on the account
- c. Account numbers
- d. Balance at time of separation
- e. Current balance
- f. Source of funds for money in the account(s)

F. Safe Deposit Boxes

- 1. Please identify all safe deposit boxes for which you and your spouse hold an interest.

For each safe deposit box, please provide the following:

- a. Name and address of bank
- b. Box number(s)
- c. Person(s) with access to the box
- d. Brief description of contents
- e. Date acquired

G. Life Insurance Policies

1. Please identify all life insurance policies and provide the following:

- a. Name of company
- b. Type of policy
- c. Policy number
- d. Owner of the policy
- e. Beneficiary of the policy
- f. Face amount of policy
- g. Value of policy
- h. Date acquired

H. Business Interests

1. Please identify all business interests for which you or your spouse hold an interest.

For each business interest, please provide the following:

- a. Business name
- b. Type of entity
- c. Nature of business
- d. Start up date
- e. All owners, partners or shareholders and their respective business interest percentage
- f. Amount(s) and sources of funds invested

I. Stocks and Bonds

1. Please identify all stocks and bonds for which you or your spouse hold an interest.

For each stock/bond, please provide the following:

- a. Description
- b. Number of shares
- c. Market value at date of marriage
- d. Market value at date of separation
- e. Current market value
- f. Location of certificates
- g. Source of funds
- h. Date acquired

J. Pension, Retirement or Profit Sharing Plan

1. Please identify all pensions, retirement accounts or profit sharing plans for which you or your spouse hold an interest.

For each pension, retirement account or profit sharing plan, please provide the following:

- a. Name of employer
- b. Name of participant
- c. Value of interest at time of marriage
- d. Value of interest at time of separation
- e. Current value of interest
- f. Date started

K. Assets of Children

1. Please identify all assets of the children

For each of the assets, please provide the following:

- a. Description of the item(s)
- b. Owner of the item(s)
- c. Value of each item
- d. Person maintaining possession of the item(s)

L. Other Assets

1. Please identify all other assets for which you or your spouse hold an interest.

For each item, please provide the following:

- a. Description of the item(s)
- b. Date acquired
- c. Source of funds used to acquire the item(s)
- d. Value at date of marriage
- e. Value at date of separation
- f. Current value
- g. Person maintaining possession of the item(s)

M. Separate Property

1. Separate property is distinguished from community property. Separate property is generally described as all property that is acquired and/or owned by you prior to your marriage, acquired after your date of separation, or acquired by you during the marriage by way of inheritance, gift, or with money from another source that is considered your separate property.
2. Please identify all items described above which you believe are your separate property or have a separate property interest.
3. Please provide all reasons for your belief that the named items are your separate property.

II. OBLIGATIONS

- A. Please identify all outstanding debts or obligations for you and/or your spouse (mortgage(s), credit cards, automobile, secured/unsecured debt, personal loans, educational loans, etc.).

For each debt or obligation, please provide the following:

1. Name and type of obligation
2. Date incurred
3. Date due
4. Terms of repayment
5. Balance existing at time of marriage
6. Balance existing at time of separation
7. Current balance
8. Amount repaid during marriage
8. The party maintaining possession or having continued use

III. INCOME

- A. Wife's Employment

1. Name of employer: _____
2. Work address: _____
3. Work phone: _____
4. Occupation/Title of Position: _____
5. Gross monthly earnings: _____
6. Education (years): _____
7. Withholding information
 - a. Number of withholding allowances on W-4: _____
 - b. Marital filing status indicated: _____
 - c. Number of exemptions on last year's tax return: _____

- B. If Wife not employed:

1. Date of last employment: _____
2. Period of last employment: _____
3. Monthly gross earnings: _____
4. Reason for termination: _____

- C. Husband's Employment

1. Name of employer: _____
2. Work address: _____
3. Work phone: _____
4. Occupation/Title of Position: _____
5. Gross monthly earnings: _____
6. Education (years): _____
7. Withholding information
 - a. Number of withholding allowances on W-4: _____
 - b. Marital filing status indicated: _____
 - c. Number of exemptions on last year's tax return: _____

D. If Husband not employed:

1. Date of last employment: _____
2. Period of last employment: _____
3. Monthly gross earnings: _____
4. Reason for termination: _____

IV. LIQUID ASSETS

A. Liquid Assets that are under your control:

1. Cash: _____
2. Checking Account: _____
3. Stocks: _____
4. Bonds: _____
5. Life Insurance (cash value) _____
6. Other: _____

B. Liquid Assets that are under your spouse's control:

1. Cash: _____
2. Checking Account: _____
3. Stocks: _____
4. Bonds: _____
5. Life Insurance (cash value) _____
6. Other: _____

V. MONTHLY EXPENSES

If you are seeking support, spousal or child support, you will be required to complete an Income and Expense Declaration. The foregoing information will assist in preparing that document. However, you must also consider your monthly expenses. Reviewing your check register, your receipts and monthly bills will assist you with this task. It is important that you understand that you are not creating a budget, but rather are noting

actual amounts that you have been spending in recent months (perhaps even prior to separation).

In preparing your Income and Expense Declaration, your attorney will be able to go over those expenses with you and categorize them accordingly. You will want to mention to your attorney whether your spouse is meeting any of the monthly expenses, as well as the amount(s).

Some of the items listed above may not apply to your current situation. This form should not be construed as creating an attorney-client relationship unless a separate retainer agreement is signed between the attorney and the client. You should consult an attorney for individual advice regarding your own situation.