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## **DOCUMENT CHECKLIST**

Depending upon the issues which need to be decided in your case, the following documents may need to be provided to your lawyer. It is a good idea to get copies of these before the divorce starts, especially if you feel your spouse may try to conceal information or will not cooperate in providing these items. If you are able to provide these to your attorney, you may avoid the additional attorney fees which may be incurred as the attorney tries to get these through formal discovery processes. Provide the attorney with copies and hold on to the originals. These are the most frequently requested documents in divorce cases; you may need to provide additional documents depending upon your particular circumstances.

### Real Estate

- deed or land contract
- recent tax statement showing State Equalized Value
- any recent appraisals that have been done on the property
- recent mortgage and home equity loan statements showing current balance
- documentation of source of down payment if non-marital funds were used to buy the property

### Incomes

- most recent wage stub showing present and year to date income for both you and your spouse
- last year's tax returns; if income goes up and down, last 3 years tax returns
- if your present income is less than last year or the year to date figure would suggest (i.e., overtime is no longer available, one time bonus, etc.), a statement from your employer verifying that your income is less than it was previously
- documentation of the amount of any child care expense

### Medical insurance

- health insurance card for coverage for minor children or spouse
- employer statement showing cost to carry children vs. employee vs. employee and spouse
- if spouse will need COBRA benefits (medical coverage after the divorce), amount of premiums the employer will charge

### Account statements

- most recent account statements for all bank accounts, brokerage accounts, mutual funds, cash value of life insurance, etc.. This is to document what property needs to be divided
- most recent account statements for debts, including credit cards, department store cards, installment loans, etc.. This is to document what debts need to be divided and whose names are on the accounts.

### Titles to motor vehicles

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**DOCUMENT CHECKLIST (continued)**

Retirement benefits

- most recent account statement
- for benefits earned before marriage, last account statement before the marriage
- summary plan description (if a retirement benefit will be split between parties)  
(request from employer)
- model Qualified Domestic Relations Order if employer has a preferred form to  
split the account (request from employer)

For a family business

- tax returns for 5 years
- profit and loss statements
- balance sheets
- records of capital assets
- incorporation or partnership papers