

# MICHELLE K. SMITH, ATTORNEY AT LAW, PLLC

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## Family Law Case Document Checklist:

The following is a laundry list of documents that I will want to review in connection with your family law case. Do your best to gather these items and organize them. Getting these documents together before meeting with me will help speed up the process as well as preserve critical evidence that will be needed to resolve your case. It is very time consuming to gather these documents but it will be necessary to gather them at some point during the process and the sooner you can provide the documents to me the better for your case.

### ALL CASES:

- \_\_\_\_\_ Individual income tax returns for the past three years (federal and state)
- \_\_\_\_\_ Business income tax returns for past three years (federal and state)
- \_\_\_\_\_ Proof of your current income (W-2, 1099, K1, 3 most recent paystubs etc)
- \_\_\_\_\_ Proof of spouse/other parent's current income
- \_\_\_\_\_ Child Support Orders for children not of this relationship
- \_\_\_\_\_ Other child related costs for past 12 months (tuition, unreimbursed medical etc)
- \_\_\_\_\_ Bank statements for the past 12 months
- \_\_\_\_\_ Proof of cost of child's portion of health and dental insurance
- \_\_\_\_\_ Proof of daycare costs
- \_\_\_\_\_ Photographs of family , children or your home to the extent that you feel these photos will help tell your story
- \_\_\_\_\_ A list, with dates, of any court ordered visitation which has been denied
- \_\_\_\_\_ Copy of any court documents or police documents pertaining to your family

### DIVORCE CASES ONLY:

- \_\_\_\_\_ Prenuptial agreements
- \_\_\_\_\_ Certificates of Deposit
- \_\_\_\_\_ List of safe deposit boxes
- \_\_\_\_\_ Pension statements
- \_\_\_\_\_ Retirement account statements
- \_\_\_\_\_ Stock portfolios
- \_\_\_\_\_ List of any businesses in which either party has an interest
- \_\_\_\_\_ Mortgages
- \_\_\_\_\_ Property tax statements
- \_\_\_\_\_ Credit card statements
- \_\_\_\_\_ Other loan documents
- \_\_\_\_\_ Utility bills for last 3-6 months
- \_\_\_\_\_ Life insurance policies
- \_\_\_\_\_ Health insurance policies
- \_\_\_\_\_ Homeowners insurance policies

- \_\_\_\_\_ List of all autos including make, model, milage and balance on auto loan if any
- \_\_\_\_\_ Automobile insurance policies
- \_\_\_\_\_ Personal property appraisals
- \_\_\_\_\_ Real property appraisals
- \_\_\_\_\_ Property deeds for each property you or your spouse own, or any properties owned by any entity which you or your spouse have an interest in
- \_\_\_\_\_ List of personal property, including home furnishings, jewelry, artwork, computers, home office equipment, furs etc. If possible take a video or still photographs of these items as soon as possible and bring a copy to me.
- \_\_\_\_\_ List of real property and assets owned by each spouse prior to marriage
- \_\_\_\_\_ Wills, Trusts, Living Wills, Powers of Attorney for either spouse
- \_\_\_\_\_ List and documentation of any other debts or notes signed to anyone, including family members
- \_\_\_\_\_ A list of what each spouse should have during the temporary period. This is not a list for final distribution
- \_\_\_\_\_ List of any serious medical or mental health issue that a parent or child suffers from
- \_\_\_\_\_ Your current expected monthly budget (while living apart) if support alimony will be an issue. Use monthly estimated averages for each category, for example, if auto insurance costs \$1,200 per year then the monthly budgeted amount would be \$100.