

Divorce Worksheet

DOCUMENTS AND INFORMATION TO OBTAIN

Law Firm Client	Client's Spouse	
<input type="checkbox"/>		1. Certified Marriage Certificate – NO COPIES WILL BE ACCEPTED! It's needed in order to file documents relating to your divorce.
<input type="checkbox"/>	<input type="checkbox"/>	2. Information about any prior marriage – of either spouse, including a certified copy of the divorce decree
<input type="checkbox"/>	<input type="checkbox"/>	3. Prenuptial Agreement – or any other domestic agreement
<input type="checkbox"/>	<input type="checkbox"/>	4. Marital History – outlining high and low points of the marriage indicating dates, times and locations to the best of your ability; each spouse's educational background, employability and the contribution of each party toward the value of the marital estate
<input type="checkbox"/>	<input type="checkbox"/>	5. Parenting Class Certificate – if you and your spouse have children, it's a requirement before your divorce can be complete
<input type="checkbox"/>	<input type="checkbox"/>	6. Children – names, dates and places of birth
<input type="checkbox"/>	<input type="checkbox"/>	7. Financial Statement – a completed "short form" or "long form" (not both!) from our website
<input type="checkbox"/>	<input type="checkbox"/>	8. Income tax returns – personal, corporate, partnerships, joint ventures, or other income tax returns, state and federal, including W-2s, 1099, and K-1 forms in your possession for the past three years
<input type="checkbox"/>	<input type="checkbox"/>	9. Pay stubs – and proof of all other income since you last filed taxes
<input type="checkbox"/>	<input type="checkbox"/>	10. Bank information – all monthly bank statements, registers, certificates of deposit, retirement accounts in your possession or control from any and all financial institutions
<input type="checkbox"/>	<input type="checkbox"/>	11. Financial or Loan Applications – submitted to any bank, lending institutions, entity or any person over the past year
<input type="checkbox"/>	<input type="checkbox"/>	12. Broker's statements and stocks – all statements of account from securities and commodities dealers
<input type="checkbox"/>	<input type="checkbox"/>	13. Stock options – all records pertaining to stock options held in any corporation or other entity, whether exercised or not
<input type="checkbox"/>	<input type="checkbox"/>	14. Pension, profit sharing, deferred compensation and retirement plans – or any other plan owned by you or any corporation in which you have been a part
<input type="checkbox"/>	<input type="checkbox"/>	15. 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
<input type="checkbox"/>	<input type="checkbox"/>	16. Life insurance – or certificates of life insurance currently insuring your life
<input type="checkbox"/>	<input type="checkbox"/>	17. General insurance – policies including but not limited to annuities, health, accident, property, etc.

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DOCUMENTS AND INFORMATION TO OBTAIN (CONT.)

Law Firm Client	Client's Spouse	
<input type="checkbox"/>	<input type="checkbox"/>	18. Outstanding debts – documents reflecting all debts owed to you or by you, secured and unsecured, including personal loans and law suits now pending or previously filed in any court
<input type="checkbox"/>	<input type="checkbox"/>	19. Accounts payable and receivable – ledgers in your possession and control that are personal and business related, together with all accounts and journals
<input type="checkbox"/>	<input type="checkbox"/>	20. Cash receipt books – evidence of budgets, cash projections, and other financial documents in your possession
<input type="checkbox"/>	<input type="checkbox"/>	21. Real property – all deeds, closing statements, tax bills, mortgages, appraisals, security agreements, leases and other evidence of any type of interest or ownership
<input type="checkbox"/>	<input type="checkbox"/>	22. Sale and option agreements – on any real estate owned by you either individually, through another person or entity, jointly or as a trustee or guardian
<input type="checkbox"/>	<input type="checkbox"/>	23. Personal property – documents, invoices, contracts and appraisals on all personal property, including furniture, equipment, antiques, collections, owned by you individually or jointly as trustee or guardian, or through any other person or entity during the term of your marriage, together with the amount of their respective liens
<input type="checkbox"/>	<input type="checkbox"/>	24. Motor vehicles – purchase orders, contracts, financing, agreements, invoices, appraisals, lease agreements, payment books and titles to all motor vehicles (not just automobiles, but airplanes, boats, or any other motor-operated vehicle)
<input type="checkbox"/>	<input type="checkbox"/>	25. Corporate interests – all records indicating any kind of personal interest in any corporation (foreign or domestic) or any other entities not evidenced by certificates or other instrument
<input type="checkbox"/>	<input type="checkbox"/>	26. Partnerships and joint venture agreements – to which you have been a part of during the term of the marriage
<input type="checkbox"/>	<input type="checkbox"/>	27. Employment records – during the term of the marriage, showing evidence of wages, salaries, bonuses, commissions, raises, expense accounts, and other type of perquisites
<input type="checkbox"/>	<input type="checkbox"/>	28. Fringe benefits – all records serving as evidence of any benefits available to you or your spouse from any business entity in which either of you have legal or equitable ownership interest
<input type="checkbox"/>	<input type="checkbox"/>	29. 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
<input type="checkbox"/>	<input type="checkbox"/>	30. Medical bills and receipts – prescriptions, evaluation reports, or diagnosis for psychiatric treatment over the past year
<input type="checkbox"/>	<input type="checkbox"/>	31. Tapes and photos – all written memorandums, reports, and photographs submitted to you or your attorney by any other person; all tape recordings from wiretapping conducted by you or by another on your behalf
<input type="checkbox"/>	<input type="checkbox"/>	32. Inventory of safe deposit boxes or storage units
<input type="checkbox"/>	<input type="checkbox"/>	33. Recent Credit Report – of both you and your spouse
<input type="checkbox"/>	<input type="checkbox"/>	34. Transponder unit information – from Mass. Pike Fast Pass or similar program