<u>MANDATORY DISCLOSURE</u>
<u>DOCUMENTS REOUIRED BY THE COURT</u>

Rule 12.285 of the Family Law Rules of Procedure require each party in a family law case (divorce or paternity) to provide copies of the documents listed below to the other party, through counsel, within 45 days of commencement of the action and certify, under oath, that same have been provided. This process is known as "Mandatory Disclosure." Failure to do so may result in the Court imposes fines and attorney's fees against you. Also, these documents must be provided to our office within a reasonable time so we may complete the certification form to accompany the documents.

When providing the documents listed below, please provide us with <u>TWO (2</u>) separate sets of copies.

- ☐ 1. Financial Affidavit**:** The Financial Affidavit Worksheet fully filled out on the form provided.
- ☐ 2. Federal and State Income Tax returns: All federal and state income tax returns, gift tax returns, and intangible personal property tax returns filed by you or on your behalf for the <u>past three (3) years.</u>
- ☐ 3. IRS forms, W-2, 1099 or K-1: If no tax return for the last year has been prepared, provide W-2's, 1099's and K-1's for the <u>past year.</u>
- ☐ 4. Pay stubs or evidence of income: pay stubs or other evidence of earned income for the <u>three (3) months</u> prior to delivery of the financial affidavit.
- ☐ 5. Statement of income if not on pay stubs: A statement identifying the amount and source of all income for the preceding <u>three (3) months</u> if not reflected on the pay stubs.
- ☐ 6. Loan applications and financial applications: All loan applications for the <u>twelve (12) months</u> preceding service of the financial affidavit.
- ☐ 7. Deeds and Promissory Notes:

  A. All deeds presently owned and within past <u>three (3) years</u>.
  B. All promissory notes within the past <u>twelve (12) months</u>.
  C. All present leases.

- ☐ 8. Banking Records (Checking, Savings, Money Market, CD's, and any other)

  A. All periodic bank statements for the last <u>three (3) months</u> for checking accounts.
  B. All periodic bank statements for the last <u>twelve (12) months</u> for all other accounts.

- ☐ 9. All brokerage accounts: All brokerage accounts within the last <u>twelve</u> <u>(12) months</u>.

☐ 10. Profit sharing/retirement/pension: Most recent statement for profit-sharing, retirement, deferred-compensation, or pension plan, and the summary plan description.

☐ 11. Insurance: Life/health/dental:

A. The declaration page, last periodic statement, and certificate for any group life insurance covering a party's spouse.

B. All current health and dental insurance cards covering either party or their dependent children.

☐ 12. Corporate/Partnership/Trust tax returns: returns for the last three (3) years in which party has an ownership or greater than or equal to 30%.

☐ 13. Promissory notes/credit/charge cards

A. All promissory notes for the last twelve (12) months.

B. All credit card and charge account statements or other records of indebtedness as of the date of filing and for the last three (3) months.

C. All lease agreements party presently owe.

(Note: portion of this requirement appears to repeat #8)

☐ 14. Pre-Marital/Marital agreement: All written premarital or marital agreements entered into at any time by the parties, (in modification cases any agreement entered into following entry of the order to be modified).

☐ 15. Special equity/non-marital status claim: Documents and tangible evidence supporting claim of special equity or non-marital status of asset or liability.

☐ 16. Court order for child support: Any court orders directing that party pay or receive spousal or child support.