

Pre-Divorce Documentation Checklist

We know that divorce is overwhelming and difficult emotionally. To make the process run as smoothly as possible, it is a great benefit to gather as many of the documents below as apply.

Court Case/Hearing Information

- Mediation Summary
- Information on Next Mediation Date or
- Information on Next Court Date
- Interrogatories/Depositions/Requests for Information

Financial Data

- Personal Tax Returns (last 3 years)
- W-2s and 1099s
- Partnership/Corporate Tax Returns
- Any Amended Tax Returns
- Partnership/Corporate Financial Statements for Client and Spouse
- Payroll Stubs (3 most recent) for Client and Spouse
- Monthly Expenses for Client and Spouse
- Social Security Statements for Client and Spouse
- Life Insurance Policies and Most Current Statement for Client and Spouse (Personal and Through Work)
- Pension Plans (Defined Benefit and Defined Contribution) for Client's Plans:
 - Summary Plan Description
 - Benefits Booklet
 - Most Recent Statements
- Benefits Estimate:
 - At Earliest Retirement Age
 - At Normal Retirement Age
 - At Current Age (If Eligible)
 - Early Retirement Election Options
- Pension Plans (Defined Benefit & Defined Contribution):
 - Summary Plan Description
 - Benefits Booklet
 - Most Recent Statements
 - Benefits Estimate:
 - At Earliest Retirement Age
 - At Normal Retirement Age
 - At Current Age (If Eligible)
 - Early Retirement Elections Options



- Stock Options for Client and Spouse
 - Benefits Booklets
 - Most Recent Statements (three years)
- IRA, Roth IRA, Keogh, SEP, 401(k), 403(b), 457 & Non-Qualified Deferred Compensation Statements for Client and Spouse
- Primary Residence and Other Real Estate
 - Appraisal
 - Date of Purchase
 - Purchase Price
 - Original Mortgage Amount
- Canceled Checks and Bank Statements for Client's and Spouse's Joint, Business, Partnership and Corporate Accounts for previous six months
- Savings/Passbook Account Statements for Client's and Spouse's
- Statements regarding Securities, Money Markets, Brokerage, CDs, Commodities, Mutual Funds, Investment Accounts, Annuities, Stocks and Bonds for Client's and Spouse's Joint, Business, Partnership, and Corporate Accounts
- Wills, Trusts and Amendments or Codicils for Client, Spouse and Children
- Business or Partnership Agreements for Client or Spouse
- Children's Bank, Savings, Insurance and Investment Account Statements for Previous Three Years
- Credit Card Statements for Client, Spouse, Joint, Business, Partnership and Corporate Accounts
 - Current Mortgage Amount as of _____
 - Interest Rate/Length of Mortgage
 - Monthly Payment
 - Second Mortgage Information
- Listing of all individual, joint and business non-investment assets (cars, boats, furniture, jewelry, collections, etc.)
- Information on Any Cash or In-Kind Transactions



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