



DOCUMENTATION NEEDED

You may request a secure link from our office in order to upload your documents safely into our client portal. You may also bring paper documents with you to your initial consultation appointment. Below is a list of the documents most commonly needed in divorce and dissolution matters. If you do not have access to all of these documents, do not worry, our attorneys will assist you in obtaining them from your spouse or other recordkeeper. Some of these documents may not be applicable to your case.

Naming Files

When naming files, please use the example and explanation below as a guideline.

Example filename: Fifth Third checking x4986, Bill 2022-02-28.pdf

This example begins with institution name (Fifth Third), then account type (checking), then last 4 digits of the account number preceded by "x" (x4986), the name of the account owner (Bill) such as an individual, trust or joint, and finally the date as YYYY-MM-DD.

HAVE	NEED	
_____	_____	1. Evidence of Compensation (for both parties) – most recent paystubs, last paystub of the preceding year, bonuses or commissions earned in the three preceding years, employment contract.
_____	_____	2. Employee Benefits - additional benefits from employment such as company car, expense accounts or other benefits, life insurance and medical insurance. If there is medical insurance for children, provide the difference in cost between insurance for just the employee and the cost for the employee and children.
_____	_____	3. Income Tax Returns – personal, corporate or partnership tax returns, including W-2, 1099 and K-1 forms in your possession or control for the last 3 years.
_____	_____	4. Banking Information – all monthly bank statements for personal and business accounts, certificates of deposit, money market accounts, or health savings accounts from banks or other institutions, which have been or are maintained by you or your spouse during the past 6 months.
_____	_____	5. Financial Statements or Loan Applications – submitted to banks, lending institutions, or any persons or entities which were prepared by you or your spouse during the last 3 years.
_____	_____	6. Broker’s Statements – statements (from the last 6 months) of securities and mutual funds you or your spouse maintained during the marriage and held individually, jointly, or as a trustee or guardian.
_____	_____	7. Stock Options – all records pertaining to stock options held in any

corporation or other entity, exercised or not.

- _____ _____ 8. **Pensions, Profit Sharing, Deferred Compensation and Retirement Plans** – current statements for any plan owned by you or your spouse, or by any corporation in which you are or have been a participant during the marriage.

- _____ _____ 9. **Life Insurance** – certificates of life insurance currently in existence, in which you or your spouse are named as either owner or beneficiary, including death benefit, beneficiary designation and cash surrender value.

- _____ _____ 10. **Outstanding Debts** – the most recent documents reflecting all debts owned including personal loans, credit cards, medical bills and car loans, showing the name of the debtor and/or creditor and unpaid balance.

- _____ _____ 11. **Real Property** – all deeds, appraisals, mortgage balances and other evidence of any type of interest or ownership, together with evidence of all contributions, in cash or otherwise, made by you or on your spouse’s behalf, toward the acquisition of such real estate prior to the marriage, or during the course of the marriage if acquired by inheritance or gift.

- _____ _____ 12. **Business Entities** – Documents related to businesses you own, such as operating agreements, LLC documents, and valuations reports.

- _____ _____ 13. **Gifts** – all records pertaining to gifts, particularly of cash, made to you or your spouse during the marriage. If these gifts were used to purchase an asset such as payment on a home, produce any tracing documentation.

- _____ _____ 14. **Any inheritance** – received by you or your spouse during the marriage, including any expected inheritance. If funds from inheritance were used to purchase an asset, produce any tracing documentation.

- _____ _____ 15. **Pre-Marital Assets** – all records reflecting any asset owned prior to marriage such as investments or real estate.

- _____ _____ 16. **Inventory of Safe Deposit Boxes** – of you and your spouse.

- _____ _____ 17. **Unused sick, vacation or compensatory time** – available to be cashed in by you or your spouse through employment.

- _____ _____ 18. **List of household goods.**

- _____ _____ 19. **Miles/Rewards** - list of Skymiles, airline miles, hotel points, credit card rewards, etc.

- _____ _____ 20. **Automobiles** – Blue book values of automobiles, loan amount, lease terms, if applicable.

- _____ _____ 20. **Social Security** – Social Security benefits statements retrieved from SSA.gov.