

PHILLIPS & MILLE CO., L.P.A.

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DOCUMENT CHECKLIST FOR DIVORCE/DISSOLUTIONS

The following is a list of documents Phillips & Mille Co., L.P.A will want to review in connection with your divorce/dissolution. Depending on the issues involved you will want to produce documents going back approximately a year prior to the date on which you separated from your spouse through the present time (unless otherwise indicated below). There are certain situations that may require that you gather documents going farther back, in which case your attorney will advise you accordingly.

Do your best to gather these items and organize them by category. Getting these documents together early on in the divorce/dissolution process will help speed-up the process as well as preserve critical evidence that will be needed to resolve your case.

- Individual income tax returns for past three to five years (federal, state, and local)
- Business income tax returns for past three to five years (federal, state, and local)
- Proof of your current income (W-2 forms, 1099 forms, K-1 forms, three most recent pay-stubs)
- Proof of spouse's current income (W-2 forms, 1099 forms, K-1 forms, three most recent pay-stubs)
- Prenuptial agreement or post-marital agreements, if any
- Divorce decrees and court orders from previous marriages
- Checking, Savings, Money Markets, CD's, Brokerage, Health Savings and any other type of account statements
- Pension plan and 401(k) statements
- Retirement account statements
- Wills, trusts, living wills, powers of attorney, durable powers of attorney
- Stock portfolios, LLC's, any other investments
- Stock options: grant documents, vesting schedules, account statements
- Mortgage statements for all properties
- Property tax statements
- Credit card statements
- Loan documents and loan applications including consumer loan applications such as for a car loan
- Utility bills

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Document Checklist

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- Other bills (e.g. school tuition, unreimbursed medical bills, etc.)
- Employment contracts
- Life insurance policies
- Health insurance policies (including cost breakdown for family vs. individual plans)
- Homeowner's insurance policies
- Automobile insurance policies
- Personal property appraisals
- Real property deeds for each property you or your spouse own, or any properties owned by any entity that you have an interest in
- Real property appraisals
- Social security or disability benefits
- List of personal property, including home furnishings, jewelry, artwork, computers, home office equipment, clothing and furs, etc. If they are particularly valuable or unique items you will want to photograph them and inventory them and perhaps obtain an appraisal
- List of real property and assets owned by each spouse prior to marriage
- List of contents of safety deposit boxes
- Copies of any other personal debts or notes signed to anyone, including family members