

GENERAL INSTRUCTIONS

Need for Information. In the course of this case, we will be required as your attorneys to submit complete and extensive information about your financial matters. To help us, we have prepared this Master Information List. Although we realize that you may not be able to obtain some of this information immediately, we are requesting that you contact the necessary sources of information promptly to complete the form to the best of your ability. Failure to provide this information can only harm your divorce case and in the end will add to its costs and increase the time it takes us to complete your case. The completed form must be returned to us before we can take any action on your behalf. While some of this information might seem unimportant to you, it is essential to our proper handling of your case. If you have any questions about the information requested, please contact our office.

The Law Requires a Full and Complete Disclosure. The law provides that if a person deliberately or negligently fails to disclose any asset with a fair market value of \$500 or more, the court can impose penalties. The law further provides that if any asset with a fair market value of \$500 or more was transferred for inadequate consideration, wasted, or given away within a year of or during the course of the action, or is otherwise unaccounted for, that asset is subject to financial disclosure and may be subject to a division of estate unless the transfer resulted in an exchange of assets with substantially equivalent value. Failure to disclose an asset may also undermine your credibility in the eyes of the court.

Fair Market Value Means What You Could Now Sell the Item for. When we ask that you estimate the value of a particular item, we are referring to fair market value, not the purchase price or replacement value. Fair market value is that price a person could obtain by selling the asset in the current market. Please use your best estimate. For example, you will be requested to estimate to the best of your knowledge the present value of household furniture, furnishings, and all other household contents. Please remember that this value refers to the price a person could obtain by selling the particular item in the current market--*not* the replacement cost or the value you personally would place on the item for personal or sentimental reasons.

Labeling the Ownership and Source of the Assets. When listing any assets either held by yourself personally or jointly held by you and your spouse or some other person, indicate who holds the title or how the title is held for each item as: the husband (H), the wife (W), jointly held by the husband and wife (J), held for the benefit of your children (C), inherited by the wife (I-W), inherited by the husband (I-H), gift to the wife (G-W), or gift to the husband (G-H). If the asset was owned prior to marriage, so indicate as (P-W) or (P-H). Identify assets considered as individual property by marital agreement and be sure to furnish us with a copy of the agreement or statement.

Monthly Expenses Statement. A detailed record of all expenses must be kept to establish a budget that will be the basis of requested maintenance/child support or personal living expense. The following are suggestions to assist you in this detailed record keeping: (1) obtain a small notebook to carry with you that can be divided into categories according to the statement of expenses form; (2) pay by check whenever possible and identify each check on the check register; (3) keep and mark all receipts when paying by cash; (4) retain charge account bills and document the basis of each charge; (5) retain and identify charge slips; and (6) record expenses promptly in your notebook.

Obtaining Projections for Utilities. It would be appropriate to contact each specific utility and ask it to project for you what your average monthly expense will be for the next year. This will assist you in estimating this expense more accurately.

Furnish Us With Copies of Your Records, Not Originals. If you are unable for any reason to photocopy or obtain copies of your records, please contact our office so that we can use our facilities to

obtain the copies.

These instructions are designed to enable you to furnish the financial information we need to better serve you. If you do not understand any part of the questionnaire, please contact us directly so that we may explain it to you and assist you in securing or preparing the information. *It is important that all inherited and gifted property as well as property owned by you or your spouse prior to the marriage be identified, as it may not be subject to a division of estate by the court.* Please be sure to list all such property.

SUPPORTING DOCUMENTS TO BE FURNISHED IF APPLICABLE

1. **Tax Returns.** Please furnish copies of your state and federal income tax returns for the last three years, including all schedules, K-1 forms, W-2 forms, and 1099s.
2. **Net Worth Statements.** Please furnish copies of any financial or net worth statements you have been required to file in the last five years to secure a loan or line of credit. The financial institution to which you submitted these statements can provide you with a copy.
3. **Retirement Plan.** If you are a participant in any profit-sharing, pension, or retirement plan provided by your employer, please contact the bookkeeper, plan administrator, or person responsible for the maintenance of the program to request a copy of the summary plan description and a statement of your current interest in the plan and its monetary value. Such information must be provided by your employer on request.
4. **Retirement Accounts.** If you or your spouse are the owners of any individual retirement accounts (IRAs), please provide us with the name of the financial institution, the account number, the beneficiary, and a current statement indicating the account balance.
5. **Real Estate--Legal Description.** If you or your spouse has any interest in any real estate, list the address and secure a copy of the legal description for each parcel. The lending institution with a financial interest in the real estate parcel can furnish you with the legal description, which must be included in the pertinent legal documents. The full legal description appears in the deed, mortgage, title insurance policy, or abstract of title. *Furnish us with a photocopy of the deed for our file.* In addition, if you have a mortgage on any real estate parcel, contact your lending institution and request that it furnish us with copies of the mortgage, the mortgage amortization schedule, and the mortgage note.
6. **Received Real Estate Tax Bill.** Please furnish a photocopy of the last paid tax bill for each real estate parcel either jointly or solely owned.
7. **Real Estate Appraisal.** If any of your property has been appraised for any reason within the last three years--such as for insurance, a mortgage loan, or in contemplation of sale--please furnish a copy of the appraisal.
8. **Life Insurance.** For each life insurance policy you own, please furnish a copy of the policy face sheet setting forth the name and address of the insurance company, the face amount of the policy, policy number, owner of the policy, beneficiary, annual premium, and policy terms and conditions.
9. **Medical Insurance.** Furnish the company name, policy or group number, and subscriber number for all health, dental, and medical insurance.

10. **Other Insurance.** Please furnish copies of all insurance policies you presently maintain, including, but not limited to, all homeowner, automobile, and personal property policies and any schedules or riders.
11. **Bank Accounts.** We need photocopies of current statements indicating your balance on deposit in all bank, savings and loan, or other financial institution accounts, along with the account number of each such account. This information can be obtained on request from the financial institution.
12. **Loans and Liabilities.** We need copies of and current balance information for all loans, including mortgages, on which you or your spouse are liable. We also need copies of current credit card statements, and information on any contingent liabilities affecting you or your spouse.
13. **Securities.** If you or your spouse own any securities, please furnish us with a list of the stocks, stock options, bonds, commodity accounts, notes, money market accounts, or mutual funds owned, the date of purchase, the purchase price, and the current owner of such securities. This information can be obtained directly from the person who handled the purchase of these securities. Provide the name of the brokerage firm and broker.
14. **Business Interests.** If you or your spouse have any interest in any business entity, we must receive copies of your partnership or corporate tax returns, of the appropriate schedules, and of your balance sheets and profit and loss statements for the last five years. You might find this information difficult to obtain if you are not the spouse with the controlling interest; if this is the case, please furnish us with as much information as you have or are able to obtain.
15. **Estate or Trust Interests.** It is important that you tell us if you or your spouse have ever been gifted or have inherited any property or have a future interest in any estate. If such is the case, please furnish a copy of the gift tax return(s), will, inventory, final account, and judgment effecting such interest. If you have an interest in any trust, we must review the actual trust agreement, the current inventory of assets, the most recent annual accounting, and the tax returns for the trust. If possible, provide us with the annual accountings and tax returns for the last three years. Please also be sure to furnish whatever information you have about your spouse's present or future interest in any gifted property, estate, or trust. It is not necessary that you identify interspousal gifts.
16. **Previous Marriages.** If either you or your spouse was previously married and divorced, furnish copies of the findings of fact, conclusions of law, and judgment entered in the action.
17. **Written Agreements.** If you and your spouse have entered into any written agreement concerning support, property, or other matters, furnish us with a copy of the agreement. If there is no agreement, *under no circumstances* should you enter into any agreement regarding the proceedings or anything else without first consulting with your attorney.
18. **Hearing for Temporary Relief.** If we are unable to reach an agreement on temporary support and maintenance for yourself, your spouse, and your children during the pendency of the action, you will be required to attend a hearing held before the circuit court commissioner. *At the temporary hearing, it will be necessary for you to furnish a wage statement from your employer setting forth your actual gross and net earnings during the eight-week period preceding the hearing.* You will also be required to produce copies of your income tax returns for the last two years. Please have this information available and forward it to us in advance of the hearing so

that we can properly represent your interests and estimate your needs.

19. **Safety Deposit Box.** If you or your spouse has a safety deposit box, furnish us with a list of the contents and indicate its location.
20. **Union Benefit Plan.** If you are a member of a union, provide us with a copy of your union benefit plan.
21. **Bankruptcy.** Please provide copies of all pleadings related to all bankruptcy proceedings in which you are or were a party.

MASTER INFORMATION LIST

YOU

Name _____
(Include full middle name)

Address:
Street _____

City _____

County _____

State, ZIP _____

Phone number (work) _____

Fax number _____

E-mail address _____

Do you check your e-mail regularly? Yes No

Phone number (home) _____

Social Security no. _____

Referred by: _____

How long have you been a resident of the
county? _____

state? _____

Birth surname _____

Date of birth _____

Place (state) of birth _____

Age _____

Driver's License Number _____

State _____

Current occupation _____

Employer name _____

List all states in which you have lived during the marriage:

Are you currently or were you ever a member of the U.S. Armed Forces?

If so, give branch and dates of service:

Race (specify, e.g., white, black, American Indian, Hispanic):

Name of closest living relative _____

Relationship _____

Address _____

Phone number _____

SPOUSE

Name _____
(Include full middle name)

Address:

Street _____

City _____

County _____

State, ZIP _____

Phone number (work) _____

Fax number _____

E-mail address _____

Does your spouse check his or her e-mail regularly? Yes No

Phone number (home) _____

Social Security no. _____

How long has your spouse been a resident of the county? _____
state? _____

Spouse's birth surname _____

Date of birth _____

Place (state) of birth _____

Age _____

Driver's License Number _____

State _____

Current occupation _____

Employer name _____

List all states in which your spouse has lived during the marriage:

Is your spouse currently or was your spouse ever a member of the U.S. Armed Forces?

If so, give branch and dates of service:

Race (specify, e.g., white, black, American Indian, Hispanic):

Name of closest living relative _____

Relationship _____

Address _____

Phone number _____

CHILDREN OR OTHER DEPENDENTS

Children:

Name	Birthdate	Age	Social Security No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of children born of this marriage _____
Were all children born of this marriage? Yes No
If not, explain _____

Do any of your children have exceptional health or dental needs? Yes No
If so, explain _____

Do any of your children have special educational needs or problems? Yes No
If so, explain _____

Who now has physical custody of the children? _____

Is the paternity of any children likely to be an issue? Yes No
If yes, explain _____

Other than children, do you have any dependents? Yes No
If so, explain _____

Have you or your spouse adopted any children? Yes No
If so, state their name(s), address(es), birthdate(s), and age(s):

Do you want legal custody of the children? Yes No
The present address of each of the above-named minor children is as follows:

The places where each child has lived during the past *five* years are as follows, together with the names and present addresses of the persons with whom the child has lived during that period:

Have you or your spouse participated as a party, a witness, or in any other capacity in any litigation concerning any of the above-named children in this or any other state?

Yes No If so, explain _____

Do you or your spouse have any information about custody proceedings concerning any of the children now pending in a court of this or any other state? Yes No

If so, explain _____

Besides you and your spouse, is there any other person who has or has had physical custody of any child or claims to have legal custody, physical placement, or visitation rights with the child?

Yes No
If so, explain _____

MARITAL STATUS

Date of this marriage _____

Place of this marriage (city or village, county, and state) _____

Number of this marriage: You _____ Spouse _____

Previous marriage ended by (death, divorce, annulment):

You _____ Spouse _____ Date(s) _____

Are you presently living with your spouse? _____

If not, who left? _____

Date you separated _____

Names of marriage counselors, religious or otherwise, you have consulted _____

Have either of you previously started an action for divorce, legal separation, annulment, or support against the other? [] Yes [] No If so, state the following:

Who commenced action _____

Year commenced _____

In what court (state and county) _____ Case no. _____

Disposition of action (that is, was a divorce/separation granted or was action dismissed?) _____

Date of dismissal or decree _____

Respective attorneys involved: You _____

Spouse _____

If either you or your spouse was previously divorced, for each divorce state the following:

You

Spouse

Names of parties to the action: _____ vs. _____

vs. _____ vs. _____

Court (state and county): _____

Court case no.: _____

Date decree or divorce granted: _____

Respective attorneys involved: (H) _____

(W) _____

WRITTEN AGREEMENTS

Have you entered into any written agreement either prior to or during marriage concerning support, custody, physical placement/visitation of the children, maintenance payments, or property division?

[] Yes [] No

If yes, please attach a copy of any agreement(s). If there is no agreement, *under no circumstances* should you enter into any agreement about the proceedings or anything else without first consulting your attorney.

REASON FOR DIVORCE

Does your spouse intend to oppose your petition for divorce? Yes No

Have you and your spouse voluntarily lived apart for 12 continuous months or more?

Yes No

Do either of you desire reconciliation? You _____ Spouse _____

Have you discussed divorce with your spouse? _____ Response _____

Please state your view of the causes of the marriage's breakdown _____

If space is insufficient, attach a separate sheet

MEDICAL STATUS

When was the last time you consulted a physician? _____

Physician's name _____

For what condition(s) were you treated at that time? _____

For what condition(s) have you been treated by a doctor or dentist within the last three years?

Your major health problems during marriage _____

Date of last hospitalization for a condition other than childbirth _____

For what condition? _____

Your present condition of health _____

Do you have any major health or dental problem or any particular physical condition or disability?

Yes No If so, explain _____

Does your spouse have any major health or dental problem or any particular physical condition or

disability? Yes No If so, explain _____

Is wife pregnant? Yes No

Are you or your spouse currently taking any medication on a regular basis?

Yes No If so, list medication and by whom taken and indicate for what condition

it is being taken. _____

EDUCATION AND EMPLOYMENT SKILLS

What level of education do you and your spouse have? Indicate highest level of education completed.

You _____ Your Spouse _____

What level of education did you each have at the time you were married?

You _____ Your Spouse _____

Did either of you help finance the other's education? Yes No

If so, who? _____

How? _____

To what extent? _____

If you are unemployed, date of last employment _____ Salary \$ _____

Employer _____ Occupation _____

Describe your employment skills or job training and work experience _____

Do you wish to pursue an education or job training? Yes No

If so, in what field of study or program? _____

How long will it take to complete the field of study or program? _____

What is the estimated expense to complete such study or program? _____

List the last three jobs held by you and your spouse (include employer's name and dates of employment):

You		Spouse	
(1)	_____	(1)	_____
	_____		_____
(2)	_____	(2)	_____
	_____		_____
(3)	_____	(3)	_____
	_____		_____

What type of work have you and your spouse done during most of your working lives, including type of business or industry?

You		Spouse	
_____		_____	
_____		_____	
_____		_____	
Current occupation	_____	Current occupation	_____
Date of hire	_____	Date of hire	_____
Are you or were you ever a member of a union?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is your spouse or was your spouse ever a member of a union?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If so, give full name and address of union(s) _____			

YOUR APPRAISERS AND PROFESSIONAL ADVISORS

Name	Address	Phone Number
Accountant:		
_____	_____	_____
_____	_____	_____
Stockbroker (broker and firm name):		
_____	_____	_____
_____	_____	_____
Insurance Agent:		
_____	_____	_____
_____	_____	_____
Appraiser:		
_____	_____	_____
_____	_____	_____
Financial Adviser:		
_____	_____	_____
_____	_____	_____
Family/Marriage Counselor:		
_____	_____	_____
_____	_____	_____
Family Physician:		
_____	_____	_____
_____	_____	_____
Medical Specialist:		
_____	_____	_____
_____	_____	_____

SCHEDULE OF ASSETS

Please reread the general instructions and checklist at the beginning of the Master Information List. As requested in the general instructions, attach to each schedule whatever supporting documents are available. If no assets of a particular category are owned by you or your spouse (e.g., neither of you has an interest in any profit-sharing, pension, or retirement account), please be sure to so indicate.

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

Household Items, Personal Effects, and Miscellaneous Property

Please furnish the following information on household items, personal property, valuable collections, sporting or other equipment, mortgages or notes receivable, interests in trusts, wills or estates, contract rights, judgments, livestock or pets, or other miscellaneous property owned by you or your spouse. *If no items within a given category are owned, please state "None."*

If either of you owns any interest in mortgages or notes receivable, obtain a photocopy of the mortgage or note, the debtors' addresses, the due date, the present balance, and the monthly payments, if any. If either of you owns a contract right, obtain a photocopy of the agreement, the names and addresses of the parties involved, and the date of the contract.

If either of you has an interest in any trust, obtain a photocopy of the trust instrument and trust tax returns and accountings for the last three years. Furnish the name of the trust, the type of interest you have in the trust, and the date of the trust instrument, and specify whether you have a present or future interest in the trust. If either you or your spouse has an interest in a judgment, obtain the following information from the clerk of court where the judgment was docketed: name of judgment debtor, date of judgment, docket number, principal amount of judgment, and accrued interest to date.

If either you or your spouse owns personal property other than what has been listed, indicate the type of personal property and any pertinent information relative to the property.

Furnish detailed information about individual contributions made by you or your spouse toward the purchase of any particular personal property. If either you or your spouse has an interest in any lawsuit, describe fully.

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

Description	Current Value	Date of Valuation	Basis of Valuation	Individ. Contribution	Balance Owed	Owner (H/W)
Furniture, furnishings	\$ _____	_____	_____	_____	\$ _____	_____
in W's possession	\$ _____	_____	_____	_____	\$ _____	_____
in H's possession	\$ _____	_____	_____	_____	\$ _____	_____
China, silver, crystal	\$ _____	_____	_____	_____	\$ _____	_____
Objects of art	\$ _____	_____	_____	_____	\$ _____	_____
Antiques/heirlooms	\$ _____	_____	_____	_____	\$ _____	_____
Books	\$ _____	_____	_____	_____	\$ _____	_____
Jewelry	\$ _____	_____	_____	_____	\$ _____	_____
Furs	\$ _____	_____	_____	_____	\$ _____	_____
Sporting or other equipment such as boats; snowmobiles; skiing, fishing, or camping equipment; guns; cameras (specify):						
_____	\$ _____	_____	_____	_____	\$ _____	_____
_____	\$ _____	_____	_____	_____	\$ _____	_____
Coins, stamps, or other valuable collections	\$ _____	_____	_____	_____	\$ _____	_____
Personal computer	\$ _____	_____	_____	_____	\$ _____	_____
Sound equipment	\$ _____	_____	_____	_____	\$ _____	_____
Mortgages, notes, land contracts receivable	\$ _____	_____	_____	_____	\$ _____	_____
Interest in trust	\$ _____	_____	_____	_____	\$ _____	_____
Contract rights	\$ _____	_____	_____	_____	\$ _____	_____
Liens and judgments owed to H or W	\$ _____	_____	_____	_____	\$ _____	_____
Livestock and pets						
Interest in unsettled estates	\$ _____	_____	_____	_____	\$ _____	_____
Other future interest	\$ _____	_____	_____	_____	\$ _____	_____
Other (specify)	\$ _____	_____	_____	_____	\$ _____	_____
_____	\$ _____	_____	_____	_____	\$ _____	_____

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

Automobiles

Do either you or your spouse own any automobile or other vehicle? [] Yes [] No
If yes, list the detailed information requested for each vehicle in the following schedule. If there is a lien on any vehicle, indicate the lien amount and the creditor's name. If you or your spouse have the use of any car leased or furnished by a corporation or employer, please describe.

Year _____ Make _____
Design (2-door, 4-door, station wagon, hatch-
back, other) _____
Name on title _____
Indicate which party has present use:

Current market value \$ _____
Date of valuation _____
Lien \$ _____
Individual contributions \$ _____
Furnish details _____

Model _____
Optional equipment (air conditioning, power
equipment, stereo, other) _____

Approximate mileage and condition _____

Basis of valuation _____

Name of creditor _____
Give specific details _____
If leased: Monthly payment \$ _____
Who pays for lease? _____

* * * * *

Year _____ Make _____
Design (2-door, 4-door, station wagon, hatch-
back, other) _____
Name on title _____
Indicate which party has present use:

Current market value \$ _____
Date of valuation _____
Lien \$ _____
Individual contributions \$ _____
Furnish details _____

Model _____
Optional equipment (air conditioning, power
equipment, stereo, other) _____

Approximate mileage and condition _____

Basis of valuation _____

Name of creditor _____
Give specific details _____
If leased: Monthly payment \$ _____
Who pays for lease? _____

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

Cash and Deposit Accounts

Do either you or your spouse own any cash or deposit accounts? Yes No

If yes, list the information requested in the following schedule. Be sure to include checking and savings, certificates of deposit, money market, and credit union accounts. Provide photocopies of the passbooks, certificates, or other statements indicating the current balances. Please reread paragraph 11 on page _____.

Name of institution _____ Account no. _____
In whose name held _____ Interest rate _____
Type of account _____ Current balance \$ _____ as of (date) _____
Individual contributions _____
Who has use _____

Name of institution _____ Account no. _____
In whose name held _____ Interest rate _____
Type of account _____ Current balance \$ _____ as of (date) _____
Individual contributions _____
Who has use _____

Name of institution _____ Account no. _____
In whose name held _____ Interest rate _____
Type of account _____ Current balance \$ _____ as of (date) _____
Individual contributions _____
Who has use _____

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

Name of institution _____ Account no. _____
In whose name held _____ Interest rate _____
Type of account _____ Current balance \$ _____ as of (date) _____
Individual contributions _____
Who has use _____

* * * * *

Name of institution _____ Account no. _____
In whose name held _____ Interest rate _____
Type of account _____ Current balance \$ _____ as of (date) _____
Individual contributions _____
Who has use _____

* * * * *

Name of institution _____ Account no. _____
In whose name held _____ Interest rate _____
Type of account _____ Current balance \$ _____ as of (date) _____
Individual contributions _____
Who has use _____

* * * * *

Name of institution _____ Account no. _____
In whose name held _____ Interest rate _____
Type of account _____ Current balance \$ _____ as of (date) _____
Individual contributions _____
Who has use _____

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

Life Insurance

Do either you or your spouse own any life insurance or are you aware of the existence of any life insurance on either of your lives? Yes No

If yes, for each policy furnish the information requested in the following schedule. Furnish photocopies of the face sheets of all life insurance policies, or bring the policies in and we will photocopy them.

Indicate the type of each policy (i.e., whole life, term, or annuity). Be sure to include any insurance you have through employment. If there are any loans outstanding against any of the policies, furnish the details including the loan's date and purpose. Please reread paragraph 8 on page _____.

Name of Insurance Co.	Insured (H/W)	Policy No.	Face Amount	Cash Value	Beneficiary	Type of Policy	Owner (H/W)

Are you aware of any loans outstanding against any of the above policies?
 Yes No

If yes, furnish the details concerning each policy loan:

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

**Profit-Sharing Plans, Pension Plans, Retirement Accounts,
Employee Stock Option or Ownership Plans,
Deferred Compensation Plans**

Do either you or your spouse have any interest in any profit-sharing plan, pension plan, Keogh plan, annuity plan, employment stock option plan, employee stock purchase plan, deferred income, phantom stock, 401(k) plan, or individual retirement account (IRA)? Yes No If yes, furnish the following information for each plan. Be sure to list all plans even if there is no vested interest. Include plan interests through any prior employment. Please reread paragraphs 3 and 4 on page _____.

Name of company _____ _____	Name of plan _____ _____
Type of plan _____	
Administrator's name and address _____ _____	
Value of interest \$ _____ _____ % vested	Identification no. _____ Date of valuation _____ Ownership _____

* * * * *

Name of company _____ _____	Name of plan _____ _____
Type of plan _____	
Administrator's name and address _____ _____	
Value of interest \$ _____ _____ % vested	Identification no. _____ Date of valuation _____ Ownership _____

* * * * *

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

Name of company _____ Name of plan _____
Type of plan _____
Administrator's name and address _____
Value of interest \$ _____ Identification no. _____
_____ % vested Date of valuation _____
Ownership _____

Individual Retirement Accounts and Keogh Plans

For each account, furnish the following information:

Name of institution _____ Account no. _____
Name on account (owner) _____ Beneficiary _____
Current amount on deposit \$ _____ As of (date) _____
Check if regular IRA Roth IRA

Name of institution _____ Account no. _____
Name on account (owner) _____ Beneficiary _____
Current amount on deposit \$ _____ As of (date) _____
Check if regular IRA Roth IRA

Name of institution _____ Account no. _____
Name on account (owner) _____ Beneficiary _____
Current amount on deposit \$ _____ As of (date) _____
Check if regular IRA Roth IRA

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

Real Estate

Do either you or your spouse own or have any interest in any real estate? [] Yes [] No
 If yes, for each parcel furnish the information requested in the following schedule. Mortgages should be noted with full details as to the mortgage balance and the monthly mortgage payments. Obtain copies of all appraisals, deeds, land contracts, leases, and other pertinent real estate documents and attach to this schedule. If any of the properties are income properties, obtain copies of current leases. Include any leasehold interests other than your residence. Also supply a copy of your most current real estate tax bill. Indicate in the schedule individual contributions by yourself or your spouse. At a future date it may be necessary for you to furnish proof of contributions, such as canceled checks. We will advise you should this be necessary. *It is imperative that you furnish a copy of the legal description for each real estate parcel.* If there is a mortgage on the property, the lending institution will have a copy of the deed and/or the mortgage and will furnish you with a copy on request. Please reread paragraphs 5, 6, and 7 on pages ___ and _____.

Type of property (homestead, farm, income, vacant land, commercial, industrial, recreational, vacation time-share) _____
 Other (explain) _____

If income-producing, indicate total annual income from property \$ _____

Expenses for same period (less depreciation) \$ _____ Cash flow _____

Number of residential units (1, 2-7, 8 or more) _____

Street address _____

City _____ County _____ ZIP code _____

Tax key number _____ Attach most recent property tax bill

Date of acquisition _____ Original cost (tax basis) \$ _____

Exact name(s) and how real estate is held Cost of additions \$ _____

on deed (individual, joint tenants, tenants

in common) _____ Total cost \$ _____

Institution or individual holding mortgage _____

Mortgage balance \$ _____ Monthly payments \$ _____

Taxes (yr. _____) \$ _____ Other liens (specify to whom and amount) _____

Assessed valuation \$ _____

Equity \$ _____

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

Current market value \$ _____ Individual contributions (specify): _____
 Date of valuation _____
 Basis of valuation _____
 Lot size _____ x _____ or total acres (estimated) _____
 Individual contributions _____

* * * * *

Type of property (homestead, farm, income, vacant land, commercial, industrial, recreational, vacation time-share) _____
 Other (explain) _____

If income-producing, indicate total annual income from property \$ _____
 Expenses for same period (less depreciation) \$ _____ Cash flow _____
 Number of residential units (1, 2-7, 8 or more) _____
 Street address _____
 City _____ County _____ ZIP code _____
 Tax key number _____ Attach most recent property tax bill
 Date of acquisition _____ Original cost (tax basis) \$ _____
 Exact name(s) and how real estate is held Cost of additions \$ _____
 on deed (individual, joint tenants, tenants
 in common) _____ Total cost \$ _____

Institution or individual holding mortgage _____
 Mortgage balance \$ _____ Monthly payments \$ _____
 Taxes (yr. _____) \$ _____ Other liens (specify to whom and amount) _____
 Assessed valuation \$ _____
 Equity \$ _____
 Current market value \$ _____ Individual contributions (specify): _____
 Date of valuation _____
 Basis of valuation _____
 Lot size _____ x _____ or total acres (estimated) _____
 Individual contributions _____

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

* * * * *

Type of property (homestead, farm, income, vacant land, commercial, industrial, recreational, vacation time-share) _____

Other (explain) _____

If income-producing, indicate total annual income from property \$ _____

Expenses for same period (less depreciation) \$ _____ Cash flow _____

Number of residential units (1, 2-7, 8 or more) _____

Street address _____

City _____ County _____ ZIP code _____

Tax key number _____ Attach most recent property tax bill

Date of acquisition _____ Original cost (tax basis) \$ _____

Exact name(s) and how real estate is held Cost of additions \$ _____

on deed (individual, joint tenants, tenants

in common) _____ Total cost \$ _____

Institution or individual holding mortgage _____

Mortgage balance \$ _____ Monthly payments \$ _____

Taxes (yr. _____) \$ _____ Other liens (specify to whom and amount) _____

Assessed valuation \$ _____

Equity \$ _____

Current market value \$ _____ Individual contributions (specify): _____

Date of valuation _____

Basis of valuation _____

Lot size _____ x _____ or total acres (estimated) _____

Individual contributions _____

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

Business Interests

Do either you or your spouse have an interest in any business or partnership?

Yes No If yes, furnish the following information for each business entity:

Name and Address	Nature of Business	Owner (H/W)	Percentage of Ownership

Do either you or your spouse own any stock in any closely held corporation?

Yes No Which spouse? _____

If yes, furnish the following information for each corporation:

Corporation's Name and Address	No. of Shares	Percentage of Ownership	Current Market Value	Date of Valuation	Basis of Valuation

Also, for each corporation, partnership, or other business entity in which you or your spouse has any interest, furnish copies of the tax returns, year-end profit and loss statements, and balance sheets for the last three years, and any partnership, buy-sell, or other written agreements pertaining to the same. Please reread paragraph 14 on page ____.

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

Tax Shelters

For each limited partnership in which you and/or your spouse participates (e.g., real estate, equipment leasing, oil and gas), provide the prospectus, subscription agreement, and notes executed, along with copies of year-end financial statements, tax returns, and K-1 schedules for the last five years.

If you are unable to provide the statements or prospectus, provide the following for each such partnership (attach additional pages if needed):

Partnership name _____
Business address _____
Name of general partner _____
Date of your investment _____
Amount of your original investment \$ _____
If subsequent investment: When _____ Amount \$ _____
Percentage ownership interest held by you _____% By your spouse _____%
Name and address of investment dealer _____

Claims Against Spouse

Do you or your spouse have any potential claims against the other (or third parties) for mismanagement of the marital estate (e.g., for dissipation of the marital estate, breach of the duty of good faith, waste, unauthorized gifts of marital property to third parties)? Yes No

If yes, furnish details _____

Do you or your spouse have any other potential claims against the other (e.g., for spousal abuse, physical violence, assault, battery, infliction of mental distress, transmission of disease, breach of contract)? Yes No

If yes, furnish details including dates _____

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

Property Acquired By Gift or Inheritance

Did either you or your spouse (1) inherit any property or funds; (2) receive a gift during the marriage from a third party; or (3) acquire any property purchased with money that was gifted or inherited? (This does not include gifts from your spouse.) Yes No If yes, furnish the information requested for each such asset on the following schedule. Furnish copies of any gift tax returns filed. If either you or your spouse has received or will receive an inheritance in any estate, furnish a photocopy of the will, inventory, final account, and judgment. Indicate if you or your spouse owns any future interests in any property (e.g., trust interests). If there are any assets you or your spouse inherited or received as a gift prior to or during the marriage, and if you have not already done so, *please be sure to go back through the schedules and label each asset* so acquired as follows: (I-W) inherited by wife, (I-H) inherited by husband, (G-W) gift to wife, (G-H) gift to husband. In addition, list these assets separately on the following schedule:

Description _____
 When acquired _____
 How acquired _____
 Where located _____ Ownership _____
 Value when inherited/when received \$ _____
 Current market value \$ _____ Date of valuation _____
 Basis of valuation _____

* * * * *

Description _____
 When acquired _____
 How acquired _____
 Where located _____ Ownership _____
 Value when inherited/when received \$ _____
 Current market value \$ _____ Date of valuation _____
 Basis of valuation _____

* * * * *

Description _____
 When acquired _____
 How acquired _____
 Where located _____ Ownership _____
 Value when inherited/when received \$ _____
 Current market value \$ _____ Date of valuation _____
 Basis of valuation _____

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

**Property Owned Prior to Marriage Having a Value in
Excess of \$500**

Did either you or your spouse own any assets having a value over \$500 acquired prior to your marriage or owe any debts of \$500 or more at that time? Yes No. If yes, furnish the information requested for each asset/liability on the following schedule. If you have not already done so and if the asset(s) are still owned, *please be sure to go back through the asset schedules and label each asset* so acquired as follows: (P-H) owned by husband prior to marriage, (P-W) owned by wife prior to marriage.

Description _____
When acquired _____
How acquired _____
Where located _____ Ownership _____
Value at time of marriage \$ _____
Current market value \$ _____ Date of valuation _____
Basis of valuation _____

* * * * *

Description _____
When acquired _____
How acquired _____
Where located _____ Ownership _____
Value at time of marriage \$ _____
Current market value \$ _____ Date of valuation _____
Basis of valuation _____

* * * * *

Description _____
When acquired _____
How acquired _____
Where located _____ Ownership _____
Value at time of marriage \$ _____
Current market value \$ _____ Date of valuation _____
Basis of valuation _____

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

List Debts at the Time of Marriage

Description _____
When acquired _____
What financial institution _____
Amount of debt at the time of marriage \$ _____
Balance currently owed on this debt \$ _____

* * * * *

Description _____
When acquired _____
What financial institution _____
Amount of debt at the time of marriage \$ _____
Balance currently owed on this debt \$ _____

* * * * *

Description _____
When acquired _____
What financial institution _____
Amount of debt at the time of marriage \$ _____
Balance currently owed on this debt \$ _____

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

Custodial Assets

Do either you or your spouse hold any assets (such as bank accounts or government savings bonds) as custodians for your minor children? Yes No If yes, furnish the information requested for each asset on the following schedule. Provide photocopies of the passbooks, certificates, or other statements indicating the current balances.

Deposit Accounts

Name of institution _____ Account No. _____
 In whose name held _____
 Type of account _____ Current balance \$ _____ as of (date) _____

Name of institution _____ Account No. _____
 In whose name held _____
 Type of account _____ Current balance \$ _____ as of (date) _____

Name of institution _____ Account No. _____
 In whose name held _____
 Type of account _____ Current balance \$ _____ as of (date) _____

Name of institution _____ Account No. _____
 In whose name held _____
 Type of account _____ Current balance \$ _____ as of (date) _____

U.S. Savings Bonds

Face Value	Series No.	Date Issued	Owner (Custodian and Child's Names)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

Medical, Casualty, Disability, and Other Insurance
(Life insurance scheduled separately on page ____)

Do either you or your spouse own medical, casualty, disability or other insurance?
 Yes No If yes, list the information required for each policy on the following schedule. Please furnish photocopies of the face sheets of all medical, casualty, disability, or other insurance policies. If there is casualty (homeowners) insurance covering personal property, be sure to supply photocopies of the schedules or riders including the property values listed. If you are covered under any health or medical insurance, it is particularly important that you obtain and provide us with a statement from the company spelling out the policy's provisions for conversion after divorce. Under state and federal law, the divorced spouse may be entitled to elect to continue group coverage or to convert to an individual health insurance policy issued upon payment of the premium. These matters should be checked into promptly. If the conversion terms are undesirable, other insurance companies and coverages can be investigated during the pendency of the action to avoid any lapse in coverage.

Name of company _____ Address _____
If issued through employment, name of employer or other group policyholder _____

Type of insurance _____
Policy no. _____ Group no. _____
Individual subscriber no. _____
Date the policy was issued or renewed _____
Owner of policy _____

* * * * *

Name of company _____ Address _____
If issued through employment, name of employer or other group policyholder _____

Type of insurance _____
Policy no. _____ Group no. _____
Individual subscriber no. _____
Date the policy was issued or renewed _____
Owner of policy _____

Ownership for all assets should be indicated by inserting H for husband, W for wife, J for joint, C for children, I-H for inherited by husband, I-W for inherited by wife, G-W for gift received by wife, and G-H for gift received by husband. Also, if any assets were owned prior to the marriage, indicate as P-H for property owned by husband prior to marriage and P-W for property owned by wife prior to marriage.

Disposal of Assets

Have you or your spouse disposed of any assets having a fair market value in excess of \$500 within the last year? Yes No

If yes, if there is any question about the legitimacy of the transfer or about the proceeds, furnish below a complete description of each item and its disposition, including the nature of the property, its value, the amount received, to whom transferred or sold, and any other pertinent information.

STATEMENT OF INCOME

	Husband	Wife
Gross Current <u>Monthly</u> Income from:		
Salary and wages, including commissions, allowances, and overtime, payable ____ (weekly, biweekly, monthly, semimonthly):	\$ _____	_____
Note: To arrive at monthly income figure if paid weekly, multiply weekly income by 4.3; if paid biweekly, multiply biweekly income by 2.15		
Pension and retirement benefits:	_____	_____
Social Security:	_____	_____
Disability and unemployment insurance:	_____	_____
Public assistance (i.e., welfare, AFDC payments):	_____	_____
Maintenance/alimony from any prior marriage:	_____	_____
Child support from any prior marriage:	_____	_____
Dividends and interest:	_____	_____
Estates, trusts, royalties:	_____	_____
Rents:	_____	_____
Bonuses (annual, semiannual, quarterly):	_____	_____
All other sources (specify) _____	_____	_____
Total Gross Monthly Income:	\$ _____	\$ _____

Itemize <u>Monthly</u> Deductions from Gross Income:		
Number of exemptions claimed:		
By husband () By wife ()		
State income taxes:	\$ _____	\$ _____
Federal income taxes:	_____	_____
Social Security:	_____	_____
Medicare:	_____	_____
Medical or other insurance (describe): _____	_____	_____
Union or other dues:	_____	_____
Retirement or pension fund:	_____	_____
Mandatory contribution:	_____	_____
Optional contribution:	_____	_____
Savings plan:	_____	_____
Credit union (explain) _____	_____	_____
Other (specify) _____	_____	_____
Total Monthly Deductions:	\$ _____	\$ _____
Net Monthly Income (Take-Home Pay):	\$ _____	\$ _____

Last Year's () Income Tax Refunds

	Husband	Wife
Federal	\$ _____	\$ _____
State	\$ _____	\$ _____

Fringe Benefits (i.e., company car, gas credit cards, travel, entertainment):

(Indicate husband's or wife's) __

STATEMENT OF EXPENSES

Specify the number of persons in each household whose expenses are included and list the members' names and relationships:

Husband () _____

Wife () _____

Estimated <u>Monthly</u> Expenses of Living Apart for:	Husband	Wife
1. Rent or home mortgage payments for residence (including parking space):	\$ _____	\$ _____
2. Real property taxes (residence) (separate if more than one property):	_____	_____
3. Real property insurance (residence):	_____	_____
4. Maintenance (e.g., home, yard, snow, furnace, appliances, furniture, service contracts, condominium charges):	_____	_____
5. Food and household supplies (include work/school lunches, coffee breaks, tobacco, wine and spirits, and all items purchased at the grocery store)	_____	_____
6. Utilities (include water, electricity, gas, oil, trash collection):	_____	_____
7. Telephone:	_____	_____
8. Laundry and dry cleaning:	_____	_____
9. Clothing (include shoes and accessories for work and leisure, children's needs):	_____	_____
10. Medical and drug expenses not covered by insurance (include over-the-counter meds, eyeglasses):	_____	_____
11. Dental expenses not covered by insurance:	_____	_____
12. Insurance (life, health, accident, comprehensive, liability, disability) (exclude payroll deducted):	_____	_____
13. Child care expenses (include baby-sitting and day care):	_____	_____
14. Payment of child/spousal support from prior marriage/paternity determination:	_____	_____
15. School (expenses for child and/or adult; e.g., tuition, fees, books, supplies, transportation, tutors):	_____	_____
16. Entertainment (e.g., clubs, social obligations, recreation, camp, sports, restaurants, self-improvement, cable TV):	_____	_____
17. Incidentals (beauty/personal hygiene, newspapers, periodicals, pets, hobbies, collections at home or office):	_____	_____

	Husband	Wife
18. Transportation (other than automobile):	_____	_____
19. Auto expenses (gas, oil, repairs, insurance, depreciation):	_____	_____
20. Auto payments:	_____	_____
21. Installment payment(s) (e.g., student loans, personal loans) (insert total and attach itemized schedule):	_____	_____
22. Professional expenses (e.g., professional memberships not deducted, journals):	_____	_____
23. Gifts:	_____	_____
24. Donations and charitable contributions:	_____	_____
25. Other expenses (e.g., other expenses of real properties owned not listed above, payments for support of dependents not living at home not already listed, retirement investments (IRAs), counseling, legal fees, and financial/tax advice) (insert total and attach itemized schedule):	_____	_____
Total Monthly Expenses:	\$ _____	\$ _____

List upcoming extraordinary expenses; indicate anticipated amount and specify the nature of the expense, such as higher education, medical, dental, or home repairs.

If none, check here: []

BANKRUPTCY

Have you ever filed for bankruptcy? [] Yes [] No

Case No. _____ Court _____

Debtors in Action _____

Date of Final Hearing _____

MISCELLANEOUS NOTES AND COMMENTS