

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 2-3 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
- ☐ 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 & Defined Contribution):
 - ◇ Summary Plan Description
 - ◇ 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 and agreements
 - ◇ Most Recent Statements



- ☐ IRA, Roth IRA, Keogh, SEP, 401(k), 403(b), 457 & Non-Qualified
Deferred Compensation Statements for Client and Spouse
- ☐ Bank Statements for Client and Spouse
- ☐ Statements for any investment accounts
- ☐ Estate documents such as Wills, Trusts, Amendments or
Codicils for Client, Spouse and Children
- ☐ Business or Partnership Agreements for Client and 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
- ☐ Primary Residence and Other Real Estate
 - ◇ Appraisal
 - ◇ Date of Purchase
 - ◇ Purchase Price
 - ◇ Original Mortgage Amount
 - ◇ Current Mortgage Amount
 - ◇ 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.)

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