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NOTE: Attorneys please get copy of client's Driver's License & copies of Health Insurance cards if available

**CLIENT'S LIST OF DOCUMENTS TO BE PREPARED AND FURNISHED
IF APPLICABLE AND IF IN YOUR POSSESSION**

- 1. Tax Returns:** All federal and state tax returns with all schedule sin your possession or of which you can obtain possession for the past three (3) years, including gift tax returns, federal partnership returns, federal and state corporate tax returns, federal, state, and local tax returns, including all supporting documents such as W-2s, 1099s, etc. As to the current year, submit all estimated tax returns and other supporting documents and schedules.
- 2. Net Worth of Financial Statements:** If you have copies of or are aware of any net worth financial statements that have been prepared during the past five (5) years for the purposes of securing a mortgage, a loan, a line of credit, or otherwise, try to obtain same and furnish copies to us. If you cannot obtain copies, tell us in writing everything you know about the whereabouts of such statements. Please obtain a current Social Security Statement:
<https://secure.ssa.gov/RIL/SiView.do>
- 3. Retirement Plans:** If you and/or your spouse is a participant, and if you can obtain any documentation dealing with pension, profit sharing, Keogh, annuity, retirement plans, 401(K) or 403(B) plans, and or IRA accounts, try to obtain the documentation. Contact the bookkeeper in charge, the plan administrator or person responsible for maintenance of the program and request copies of the summary of the plan and its monetary value. As to the IRA accounts, get all current information from the institution where the account is maintained.
- 4. Real Estate Documentation:** List the street addresses, city or township and county and state of the real estate in which you and/or your spouse may have an interest. Try to secure copies of all deed and mortgages with reference thereto, together with closing statements if possible. Try to get copies of the real estate tax statements and information concerning

the tax assessment. If you are aware of any appraisals that have been made, try to get copies of same or give us information concerning same.

5. **Life Insurance:** Try to gather all life insurance policies. Please provide us with a copy of the face sheet and copy of the application which is part of the police. Try to obtain the cash value, and the amount and date when the next premiums are due. Also attempt to obtain information as to policy loans, including how much was borrowed, when and by whom.

6. **Medical Insurance:** Furnish us with the name of the company, the address, the policy, or group number of medical insurance. Please try to discover what provisions there are concerning conversion after divorce (COBRA); and, if there are children, what provisions there are concerning psychological and/or psychiatric evaluation and coverage. *Please also attempt to determine the cost for coverage given the following: cost for employee only –if policy provided through employer of client or spouse, cost for employee and one dependent, and cost for family plan.*

7. **Other insurance:** Obtain copies of all other insurance policies you presently maintain, or for which you have information concerning same, such as homeowner's policy, automobile, personal property insurance, liability insurance and any other such insurance policies. Be sure that all schedules are attached. Please keep this information in a neutral, safe place. If we need these copies, we will request them from you.

8. **Checking Accounts:** Try to get all cancelled checks, bank statements and check registers for the past three (3) years that you or your spouse maintain or have maintained, and store them in a safe neutral place. If periodic alimony or division of property/liabilities becomes an issue, we may request this date.

9. **Savings Accounts, Money Market Accounts, Certificates of Deposit, etc.:** Passbooks and CD's are important. Start gathering them together and deliver copies of them to us. If you cannot find same, list information that you can concerning it. If you cannot find same, check with the institutions and get copies.

10. **Securities:** If you and/or your spouse own any securities, furnish us with a list of all stocks and bonds and copies of all the original certificates. Try to get statements from all brokerage houses with whom you and/or your spouse have done business for the past (5) years.

11. **Employment Records:** Obtain paycheck stubs for the past three (3) months for you and your spouse.

- 12. Certificates of Title:** Obtain copies of certificates of title for all automobiles, boats, motor homes, trailers, and all other vehicles. If the titles to these vehicles are not available to you, i.e. the title is held by loan company and /or bank, provide a copy of the registration.
- 13. Vehicle Valuation:** Please provide us with your NADA car value, see <http://tinyurl.com/hxjw5sm>
- 14. Business Interest:** If you or your spouse have an interest in any business, try to obtain copies of Partnership Agreements, Shareholder Agreements, partnership and corporate tax returns and related documents. If a corporation, please obtain copy of articles of incorporation.
- 15. Previous Marriage:** If either of you have been previously married and divorced, please furnish us with a copy of the final judgment and any agreements with reference thereto.
- 16. Written Agreements:** If you or your spouse have entered into any written agreements, such as an Antenuptial Agreement, Postnuptial Agreement, agreements concerning support, property or other matters, it is essential that we have a copy of the agreements.
- 17. Safety Deposit Box:** Please provide us with all information concerning safety deposit boxes maintained by you or your spouse. A list of contents will be helpful. The more details the better.
- 18. Inventory of Tangible, Personal Property:** Please prepare a list of all contents of your home, organized on a room by room basis, itemizing each item in each room. Do not forget to inventory the garage, should there be items of value contained therein. Please secure this list in a safe place. If you wish, you may make a videotape of the contents, however, you should still make the list. List other items of personal property which have value that are in you and/or your spouse's possession, including, but not limited to, jewelry, collectibles and the like. Make a separate list as to that property which is presently in the possession of your spouse. If you are unable to videotape the contents, photograph them room by room.
- 19. Photographs:** Pictures are important assets, such as your house and lot, valuable assets and the family activities may be helpful. You should obtain these photographs and secure them in a safe neutral space.

- 20. Property Appraisals:** If jewelry, boats, automobiles, or other items of personal property have been appraised, copies of these appraisals are important. Please secure copies of them in a safe neutral place.
- 21. Lawsuits:** Provide us with copies of all pleadings and judgments from all legal proceedings in which you and/or your spouse were a party during the past five (5) years. We are especially interested in all previous actions between you and your spouse and, therefore, as to any actions of dissolution or divorce or alimony only, we want those documents regardless of their age.
- 22. Extraordinary Expenses:** List upcoming extraordinary expenses (other than the everyday living expenses) and indicate the anticipated amount required to satisfy the expense, specify the nature of the expense, such as higher education, medical, dental, major home repairs, major automobile purchase or repairs, tax liabilities, etc., as to each state the immediacy of the need for payment.
- 23. Contingent Liability:** During the marriage you may have cosigned, endorsed or guaranteed obligations at the request of your spouse. If you did, or even think you might have, we want to know about it, so please give us as much information as possible concerning such potential or contingent liabilities.
- 24. Children's Assets:** Please make a list of all assets held by or on behalf of your minor children, whether in a trust or otherwise, and set forth the income produced. State the purpose of same and then the dispositions of the income.
- 25. Family Narrative of "Diary":** If custody of the minor children will be a dispute, please write a narrative or diary of the marriage of life since the marriage. In this narrative we require a detailed description of the marriage and your life with your spouse and the children from commencement to the present date. We want to know all the good things and all the bad things, when you were happy and when you and your spouse had in same, we want to get an understanding of the roles each of you played in the family structure and with each other. Use as many details as possible. Please do not hesitate about telling us these facts of your life. We must know when you were harmed in the marriage and especially when you were harmful. What is important is that you are completely honest with us. We cannot adequately represent you if we do not know all the pertinent facts. Let us be the judge of what is relevant and what is not. If it is not germane to your case, we will not use it, but if we do not know about it, we cannot decide if it is relevant. *You do not want a fact to surface in a court hearing about which we were not aware and prepared to refute or qualify.* Again, please tell us everything. Please use letter or legal size paper

and insure legibility. Please tell us about the customs of your family, the particular holidays that are observed and how they are typically observed.

If periodic alimony is an issue, we want to know what contributions were made by you to the marriage and to the acquisition of assets. We want to know what support you gave to your spouse and your spouse gave to you, emotional, financial, or otherwise, and what support was given by your extended family. We want to know about the education of you and your spouse, any special medical or psychological history and treatment; contributions by you and your spouse, including place of employment, position, approximate annual salary, duties and reason for termination.

If you were the spouse that chose to remain home to care for the children, or limited your employment outside the home for this reason, please discuss with specificity, what your plan is to return to the workforce, i.e. what additional education and/or training you may need to expand upon the skills you currently possess to maximize your return to the workplace.

NOTE: *The termination of a marriage and the split up of a family is never a pleasant experience. Since we deal with these matters on a daily basis, we understand. Your ability to be honest and thorough with us during this process will greatly affect our ability to minimize the stress you will experience from the legal system. Great effort has gone into preparing this document. Your compliance with the items requested herein will greatly improve our ability to represent you and to understand your position during our relationship. Never be afraid to ask us any questions relevant to this process.*