

MANDATORY DISCLOSURE CHECKLIST

It is mandated by the Florida Supreme Court that each party in any family law proceeding produce the documents listed below to the other party at the beginning of the case. The court also imposes a duty upon each party to supplement these disclosures and to update or amend their financial affidavit when the information changes for any reason.

As your attorney, I am charged with insuring that you comply with these requirements by the deadlines, as thoroughly and accurately as possible. This can be accomplished much more efficiently and far more economically if you provide me with a complete copy of the documentation requested. Copies of all documentation provided should be neatly arranged in the proper order as set forth in the Request provided to you, and items such as cancelled checks, credit card statements, etc. should also be arranged neatly and in chronological order. This will save you unnecessary expenses for having to sort out and identify the documents in order to prepare your disclosure documents.

If any of the documentation is not available to you or is in the possession of your spouse, you must indicate that on this form. For example, many times one spouse will maintain the checking account statements. However, that does not mean that you are unable to produce them, if you have on-line access to the account, or are authorized to request them from your bank, you must do so. Examples of when you may not have access to documentation include accounts where you are not named as an owner or signor, preventing you from having the information released to you from the institution directly.

REQUIRED DOCUMENTS

1. FINANCIAL AFFIDAVIT. *(This form is included with your packet)*
2. All personal (1040) Federal and State Tax Income Returns, Gift Tax Returns, and Intangible Personal Property Tax Returns, etc., for the preceding three (3) years.
 COPY PROVIDED
 Not applicable because the items do not exist.
 Unable to provide because I do not have access and I am not authorized to obtain a copy from the provider.
 I have requested a copy from the provider and will provide it to my attorney immediately upon receipt.
3. IRS Forms W-2, 1099, and/or K-1 for the past year, if your income tax return has not yet been prepared or filed.
 COPY PROVIDED
 Not applicable because the items do not exist.
 Unable to provide because I do not have access and I am not authorized to obtain a copy from the provider.
 I have requested a copy from the provider and will provide it to my attorney immediately upon receipt.

4. Pay stubs/statements or other evidence from your employer of any income earned in the past three (3) months.

COPY PROVIDED

Not applicable because the items do not exist.

Unable to provide because I do not have access and I am not authorized to obtain a copy from the provider.

I have requested a copy from the provider and will provide it to my attorney immediately upon receipt.

5. Copies of any and all loan applications and/or financial statements prepared or used for any purpose within the past twelve (12) months.

COPY PROVIDED

Not applicable because the items do not exist.

Unable to provide because I do not have access and I am not authorized to obtain a copy from the provider.

I have requested a copy from the provider and will provide it to my attorney immediately upon receipt.

6. All deeds to real estate in which you presently own or (have owned an interest within the past three (3) years). All promissory notes in which you presently own or owned an interest within the last twelve (12) months. All present leases in which you own an interest or you are the payee.

COPY PROVIDED

Not applicable because the items do not exist.

Unable to provide because I do not have access and I am not authorized to obtain a copy from the provider.

I have requested a copy from the provider and will provide it to my attorney immediately upon receipt.

7. Statements for any and all *checking* accounts for the last three (3) months

COPY PROVIDED

Not applicable because the items do not exist.

Unable to provide because I do not have access and I am not authorized to obtain a copy from the provider.

I have requested a copy from the provider and will provide it to my attorney immediately upon receipt.

8. Statements for all *savings* accounts (*and/or money market, certificated of deposit, etc.*) for the last twelve (12) months.

COPY PROVIDED

Not applicable because the items do not exist.

Unable to provide because I do not have access and I am not authorized to obtain a copy from the provider.

I have requested a copy from the provider and will provide it to my attorney immediately upon receipt.

9. All statements for any brokerage accounts for the last twelve (12) months.
- COPY PROVIDED
 - Not applicable because the items do not exist.
 - Unable to provide because I do not have access and I am not authorized to obtain a copy from the provider.
 - I have requested a copy from the provider and will provide it to my attorney immediately upon receipt.
10. Most recent statement for any pension, profit sharing, deferred compensation, or retirement plan (for example, IRA, 401(k), 403(b), SEP, KEOGH, etc.) and summary plan description for any such plan in which I am a participant or alternate payee.
- COPY PROVIDED
 - Not applicable because the items do not exist.
 - Unable to provide because I do not have access and I am not authorized to obtain a copy from the provider.
 - I have requested a copy from the provider and will provide it to my attorney immediately upon receipt.
11. The declarations page, most recent statement, and Certificate for any life insurance policies insuring your life or the life of your spouse.
- COPY PROVIDED
 - Not applicable because the items do not exist.
 - Unable to provide because I do not have access and I am not authorized to obtain a copy from the provider.
 - I have requested a copy from the provider and will provide it to my attorney immediately upon receipt.
12. A copy of health and dental insurance cards covering you, your spouse and/or your dependent child(ren).
- COPY PROVIDED
 - Not applicable because the items do not exist.
 - Unable to provide because I do not have access and I am not authorized to obtain a copy from the provider.
 - I have requested a copy from the provider and will provide it to my attorney immediately upon receipt.
13. Corporate, partnership, and trust tax returns for the last 3 tax years, in which you have an ownership or interest greater than or equal to 30%.
- COPY PROVIDED
 - Not applicable because the items do not exist.
 - Unable to provide because I do not have access and I am not authorized to obtain a copy from the provider.
 - I have requested a copy from the provider and will provide it to my attorney immediately upon receipt.

14. All credit card and charge account statements and other records showing your indebtedness as of the date of the filing of this action and for the prior 3 months. All promissory notes on which you presently owe or owed within the past year. All lease agreements you presently owe.

COPY PROVIDED

Not applicable because the items do not exist.

Unable to provide because I do not have access and I am not authorized to obtain a copy from the provider.

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15. All premarital and marital agreements between the parties to this case.

COPY PROVIDED

Not applicable because the items do not exist.

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17. If this is a modification proceeding, provide all written agreements entered into between you and the other party at any time since the final order you are seeking to modify was entered.

COPY PROVIDED

Not applicable because the items do not exist.

Unable to provide because I do not have access and I am not authorized to obtain a copy from the provider.

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18. Any documents or evidence supporting any claims you wish to make for distribution of marital property, such as an enhancement or appreciation in nonmarital or premarital property, or designation of nonmarital status to an asset or debt.

COPY PROVIDED

Not applicable because the items do not exist.

Unable to provide because I do not have access and I am not authorized to obtain a copy from the provider.

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19. Any court orders directing that you *pay* or *receive* alimony or child support.

COPY PROVIDED

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