CLIENT'S CHECKLIST OF DOCUMENTS

**** Please provide copies (not originals) in numbered order ****

IT IS YOUR RESPONSIBILITY TO PROVIDE THE DOCUMENTS BELOW TO ASSIST IN YOUR DIVORCE AND TO MINIMIZE THE FEES ASSOCIATED WITH EINSTEIN & POLING OBTAINING THEM. FAILURE TO PROVIDE FULL INFORMATION MAY RESULT IN WITHDRAWAL OF EINSTEIN & POLING AS YOUR ATTORNEY.

	ITEM	COMPLETE?
1	<u>Tax Returns</u> Please furnish copies of your state and federal income tax returns for the last three years, including all schedules, W-2 forms, and 1099's. Please also forward any subsequent tax returns, including all schedules, W-2 forms, and 1099's, within 14 days of filing with the state and federal governments.	
2	<u>Net Worth Statements</u> If you have been required to file any financial or net worth statements in the last five years for the purpose of securing a loan or line of credit, please furnish us copies of such financial or net worth statements. If you do not have a copy in your possession, contact the financial institution to which you submitted these statements and obtain copies from them.	
3	<u>Retirement Plan</u> If you are a participant in any profit sharing, pension, Keogh, annuity, 401(k), 403(b), or retirement plan that is afford you by your employer, please contact the bookkeeper, plan administrator, or person responsible for the maintenance of such program and request from them a copy of the summary plan description, a statement as to your current interest in such plan, and its monetary value. Your employer will provide this to you upon request.	
4	<u>Real Estate – Legal Description</u> If you or your spouse has any interest in any real estate, list the address of each such parcel and secure a copy of the legal description for each parcel of real estate. The legal description appears in the deed, mortgage, title insurance policy or abstract of title. Please provide a copy of the deed for our files. It is important that we have a complete legal	

	description for each parcel of real estate since it will be involved in this particular proceeding and later will be included in pertinent legal documents. If you do not personally have such legal description, you may contact the lending institution which has a financial interest in the parcel of real estate and they will furnish you with the legal description. Please also furnish us with a copy of the HUD-1 that was prepared for closing for each parcel of real estate you and your spouse own.	
5	Rental Properties If you or your spouse own any residential or commercial real properties that are leased, please provide a copy of the lease(s), current balance of any mortgage, and documentation of expenses associated with the rental(s).	
6	Real Estate Appraisal(s) If any property has been appraised for any reason within the last three years, such as for insurance, mortgage loan or contemplation of sale, please furnish us with a copy of the appraisal(s).	
7	Life Insurance Please furnish us information concerning all life insurance policies. It is important for us to receive a copy of the fact sheet for all life insurance policies owned setting forth the name of the insurance company, face amount of the policy, cash values, policy number, owner of the policy, beneficiary, annual premium, and the terms and conditions of such policy.	
8	Medical Insurance Please furnish the company name, address, policy, group number, and subscriber number for all health and medical insurance policies. Please also secure a statement from the insurance company regarding coverage for your spouse and/or children and the specific cost to cover the children only.	
9	Bank Accounts We must receive a copy of the bank statement(s) for the last six (6) months, indicating the balance on deposit in all bank, savings and loan, or other financial institution accounts, as well as the account numbers for each account. Please	

	supplement by providing copies on a **quarterly** basis for each account.	
10	<u>Securities/Stock</u> If you or your spouse owns any securities, please furnish a list of the stocks or bonds owned, the date of purchase, the purchase price, and the current owner of such securities, plus copies of the monthly, quarterly, and end-of-year statements.	

11	Business Interests If you or your spouse have any interest in any business entity, we must receive copies of such partnership or corporate tax returns, and the approximate schedules attached to such returns, as well as copies of the balance sheets, profit and loss statements and general ledgers for the last three years. You might find this difficult to obtain if you are not the spouse who has the controlling interest, but if so, please advise us and we will contact the necessary individuals to secure such information.	
12	Vehicles Please provide a copy of any outstanding indebtedness on all vehicles (including cars, boats, recreational vehicles, etc.) and a description of each vehicle, including the year, make, model and specific features. Please run blue book values on the vehicles and attach them. You can access the relevant information at bluebook.com.	
13	Estate or Trust Interests Please inform us if you or your spouse has any interest in any estate, inheritance, or a future interest that you believe will become your property in the near future. If such is the case, please furnish us with a copy of the will, inventory, final account and judgment affecting such interest. If you have an interest in any trust, it is important for us to review the actual trust agreement, the inventory, most recent annual accounting, and tax returns, if any, for such trust. We would suggest that you provide us with such documentation for the last three years. Please be sure to furnish us with whatever information you may have regarding your spouse's interest in any estate, trust, or future interests.	
14	Previous Marriages If either you or your spouse was previously married, please furnish copies of the final judgment entered in the action.	
15	Written Agreements (Prenuptial Agreements) If you and your spouse have entered into any written agreement concerning support, property, or other matters, please furnish a copy of the agreement. If there is no agreement, under no circumstances should you enter into an agreement with respect to the proceedings or otherwise without consultation with our office.	

16	<u>Wage Statements</u> Please furnish copies of wage statements or paystubs for yourself and your spouse, if possible, indicating gross and net earnings for the past 8 weeks, and applicable deductions. If paystubs or records are not in your possession, please begin to retain them, or ask your payroll department to prepare a statement setting out such information. Please provide updated wage statements to us on a quarterly basis.	
17	<u>Safe Deposit Box</u> If you or your spouse owns a safe deposit box, please indicate the location and furnish us with a list of its contents.	
18	<u>Personal/Family Budget</u> We have provided a budget form for you to complete, which is attached to the client information sheet. You may have already created one for yourself; if so, please provide a copy of your monthly budget.	
19	<u>Childcare Costs</u> Please provide any documents you have regarding the costs of childcare and/or latchkey care for your children.	
20	<u>Credit Card Statements</u> Please provide copies of the statements for the last six (6) months for all credit cards that you and/or your spouse currently have. Please provide copies of updated statements on a quarterly basis.	