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~ A FAMILY LAW PRACTICE ~
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To Our Clients:

This letter contains a list of documents that may be needed during your divorce proceeding. Complete information regarding the assets and income of both spouses is absolutely required by us in order for us to determine the amount of spousal or child support the court may order, as well as to resolve property issues. By providing us with the information and documents listed below, you will save yourself unnecessary delay in the proceeding, as well as unwanted legal expenses. In addition, possession of these documents will aid in preventing your spouse from dissipating or secreting any assets.

Please read this list thoroughly and assemble as many of these documents as you can, since many of them may be required in the immediate future and it may take you a while to collect them.

You should make a list of any documents that you believe exist but are presently unable to obtain. For example, if your spouse currently is in possession of prior income tax records, this information should be given to our office. We will then attempt to obtain those documents for you.

The following documents should be gathered by you and be available for inspection and copying upon request.

1. DOMESTIC RELATIONS (FINANCIAL) AFFIDAVIT. This affidavit is required by the Kansas Court Rules. A copy of this form has been provided to you. The form is self explanatory but if you have any questions about what kind of information to put into the affidavit or how to estimate expenses or values you do not know, please contact our office, and speak with one of our paralegals.

2. ESTIMATED TAXES. Collect estimated tax returns; W-2, 1099, and K-1 Forms; payroll stubs; and all other evidence of income since the filing of your last return.

3. INCOME TAX RETURNS. Include personal, corporate, partnership, joint venture, or other income tax returns, state and federal, including W-2, 1099, and K-1 forms from the date of your marriage to the present year.

4. PERSONAL PROPERTY TAX STATEMENTS. Gather any statements which you have received in Kansas or anywhere else from the date of your marriage to the present.

5. BANKING INFORMATION. Include all monthly bank statements, passbooks, check stubs or registers, deposit slips, cancelled checks, bank charge notices on personal and

business accounts, certificates of deposit, and money management and retirement account records. You should include all records for any account maintained during your marriage by you or your spouse. Therefore, include all bank documents for individual and joint accounts, those in which you acted in the capacity of a guardian or trustee, and any record of an account in which you have a legal or equitable interest.

6. FINANCIAL STATEMENTS. Be prepared to furnish financial statements submitted to banks, lending institutions, or any other person or entities, which were prepared by or on you or your spouse's behalf at any time during the last five (5) years.

7. LOAN APPLICATIONS. Collect loan applications and statements of loan accounts for all loans applied for, whether approved or not, for the period of the last five (5) years.

8. BROKER'S STATEMENTS. Provide all statements of account from securities and commodities brokers. The records should cover any account or transaction for the last five (5) years.

9. STOCKS, BONDS, AND MUTUAL FUNDS. Include certificates or other evidence of ownership held individually, jointly, or as a trustee or guardian.

10. STOCK OPTIONS. Gather all records pertaining to stock options held in any corporation or other entity, exercised or not exercised.

11. PENSION. Provide documentation of any pension, profit-sharing, deferred compensation, or retirement plan owned by you or your spouse, or by a corporation in which you or your spouse have been an owner or a participant during your marriage. Documentation of any such plan must be given, whether or not you are fully, partially, or not vested at the present date.

12. WILLS AND TRUST AGREEMENTS. Include a copy of any will, codicil, or trust agreement executed by you or in which you have a present or contingent interest. Include those in which you are named a beneficiary, trustee, executor, or guardian. Be prepared to provide documentation of those from which benefits have been received, are being received, or will be received, and which are or were in existence during the past five (5) years. Be prepared to send all records of declaration of trust and minute books for all trusts to which you are a party, including the certificates, if any, indicating such interest and copies of all statements, receipts, disbursements, investments, and other transactions.

13. LIFE INSURANCE. Be prepared to provide a coy of any life insurance policy or certificates of life insurance currently in existence, insuring your life or the life of your spouse or the life of any other person in which you are named either as a primary or contingent beneficiary.

14. GENERAL INSURANCE. Include copies of all insurance policies, including, but not limited to, annuities, health, accident, casualty, disability, motor vehicles of any kind, property liability, including contents insurance in which you or your spouse are or have been named insured for the last five (5) years.

15. OUTSTANDING DEBTS. Provide documentation with regard to all personal and business debts owed by you, whether secured or unsecured, including personal loans, or lawsuits now pending in any court. The evidence of indebtedness should indicate the name of the creditors, the date each debt was incurred, the purpose for which it was obtained, whether it is secured or unsecured, the original amount, and the current balance.

16. OUTSTANDING LOANS AND RECEIVABLES. Include any documents that reflect all personal and business receivables and loans owed to you, whether secured or unsecured, including personal loans or lawsuits now pending in any court. The documentation should state the name of the debtors, the date each debt was incurred, the original amount, whether it is secured or unsecured, and the current balance.

17. CASH RECEIPTS BOOKS. Include all cash receipt books, evidence of budgets, and cash projections with regard to you and your family's financial status.

18. REAL PROPERTY. Compile a list of all real property owned by you and your spouse, including an estimate of the value of each property. Send any deeds, closing statements, tax bills, appraisals, mortgages, security agreements, leases, and any documentation with regard to monthly payments and present principal, and interest balances. Document all real property that you or your spouse own as a sole owner, joint owner, fiduciary, trust beneficiary, whether vested or contingent, partner, limited partner, shareholder, joint venturer, or mortgagee. Include documentation of any property in which you had such an interest during any of the years of marriage. Provide documentation of the contributions of you and your spouse toward the acquisition of any real property.

19. SALE AND OPTION AGREEMENTS. Be prepared to provide a copy of any sale and option agreement regarding any real estate owned by you or your spouse individually, jointly, through another person or entity, or as a trustee or guardian.

20. PERSONAL PROPERTY. Provide all documents, invoices, contracts, sales receipts, and appraisals with regard to all personal property owned by you or your spouse, individually, jointly, as trustee or guardian, or through any other person or entity during the terms of your marriage.

21. MOTOR VEHICLES. Provide any purchase orders, contracts, financing agreements, invoices, appraisals, lease agreements, registrations, payment books, and titles to all motor vehicles owned by you or your spouse, individually or jointly, at any time during the last five (5) years. Such vehicles include aircraft, boats, automobiles, or any other motor-or-engine-propelled vehicle.

22. CORPORATE INTERESTS. Gather records indicating any kind of ownership interest in any corporation, whether foreign or domestic, that you or your spouse have held during the past five (5) years.

23. PARTNERSHIP AND JOINT VENTURE AGREEMENTS. Gather any partnership and joint venture agreements to which you or your spouse have been a party during the marriage.

24. EMPLOYMENT. Be prepared to provide all documentation of employment compensation and expenses during the term of the marriage. Such records include documentation of wages, salaries, bonuses, commissions, raises, promotions, and expense accounts. Include records of compensation owing to you but to be paid at a future date.

25. FRINGE BENEFITS. Provide all records evidencing any benefits available to you or your spouse from any business entity. Such benefits include the use of an automobile, company-sponsored travel, entertainment, and reimbursement for educational and living expenses.

26. EMPLOYMENT CONTRACTS. Provide any employment contract under which you or your spouse are performing services or under which someone is indebted to either you or your spouse for services already rendered. Include any such contract to which you or your spouse were a party during the past five (5) years. If the contract was oral, provide a written description of its terms.

27. BUSINESS RECORDS. If you are self-employed, a partner, or own more than 10 percent of the outstanding capital stock of any corporation, please be prepared to produce the documents requested in Paragraphs (6), (8), (13), (14), (15), and (26) for that entity.

28. CHARGE ACCOUNTS. Gather all documentation for any charge account controlled or authorized by you or your spouse. Include documentation of an account whether it is for your business or personal use. Include all statements and receipts received by either of you in connection with the use of such charge accounts. In addition, provide a list of those business where either you or your spouse are or have been authorized to charge purchases to the account of another person or entity, as well as any billing statement from that business. The documentation should cover the last five (5) years.

29. MEMBERSHIPS. Be prepared to provide a copy of any membership card or document identifying participation rights in any country club, key club, private club, association, or fraternal group. Include a copy of any monthly statement from such association that has been sent to you during the last five (5) years.

30. GIFTS. Include all records pertaining to gifts of any kind made to you or your spouse, or by you or your spouse, to any person or entity. In addition, send all records of any transfer of personal property, by sale, gift, or otherwise, during the marriage.

31. CHARITABLE CONTRIBUTIONS. Compile all receipts, cancelled checks, or other tangible evidence of charitable donations made by you or your spouse.

32. MEDICAL AND DENTAL EXPENSES. Compile all bills, prescriptions, evaluations, and receipts with regard to any medical and dental treatment that you or your spouse have received during the past five (5) years.

If you have questions about these documents, call our office and speak with one of our paralegals. Thank you.

Sincerely yours,

RONALD W. NELSON, PA