PHM Law Group, P.C.

Client List of Documents for Temporary Order

Please provide the following documents to the office within forty-eight (48) hours after you have paid your retainer and signed your contract. These documents are necessary to properly prepare for the temporary order. If you do not have some of these documents, please let the office know as soon as possible so that they can be subpoenaed from your spouse.

1. Your income tax returns for the past two (2) years. If your tax return for last year has not been prepared, bring yours and your spouse's W-2s or other information showing income.

2. A recent pay stub for both you and your spouse showing current year income.

3. Proof of the cost of health insurance premiums for you, your spouse and the minor children. Be sure the statement breaks down the cost of the premium so it can be determined what the cost of the insurance is for the children only. For example, bring information showing the cost of the policy for the employee only and the employee and spouse or the employee and dependents.

4. Proof of the cost of day care expenses.

5. The most recent statement for each debt you pay on a monthly basis showing the total owed and the amount of the payment.

6. The attached budget showing your current living expenses.

7. Statements showing expenses which you may not pay on a monthly basis, but will come due in the next six (6) months. For example: real estate taxes, auto insurance, etc.

8. If you are not currently living in the house, a list of personal property you will need for the next six (6) months while the case is pending. If you want a certain item awarded to you in the divorce, but you don't need it right now, do not list it for purposes of the temporary order.

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CLIENT DOCUMENT REQUESTS

Please bring the following documents to the office as soon as possible, but ***No Later Than Ten (10) days*** *from the date you sign your contract and pay your retainer.* *If you* ***do not*** *have one of the documents, please inform us* ***immediately*** *so that we can subpoena it or obtain it through discovery.*

1. Attach copies of State & Federal Income Tax Returns for the last three (3) taxable years – ***(no two-sided or stapled copies, please)***.
2. Attach wage statements from your employer for the last four (4) pay periods.
3. All record for any real estate owned by either you or your spouse, including:
   a. The Deed to the real estate
   b. A copy of the mortgage
   c. Any appraisal of the property
   d. If you sold real estate you owned prior to the marriage & used any of the money to purchase the property, a copy of the closing statement from the previous sale
   e. A copy of a mortgage statement for:
      I. The date of marriage (if you owned the property prior to the marriage)
      ii. The date you & your spouse separated
      iii. The date the Petition was filed
4. All records for any property you owned prior to the marriage, including statements for cash accounts, inherited property, furniture, automobiles, etc.
5. A copy of all car titles.
6. Statements, deposit slips & copies of checks for **all** accounts on which you or your spouse have signature authority – ***(no two-sided or stapled copies, please)***.
7. Copies of Certificates of Deposits.
8. All insurance policy statements showing cash value:
      I. The date of marriage (if you owned the property prior to the marriage)
      ii. The date you & your spouse separated
      iii. The date the Petition was filed
9. Copies of all investment, stock account statements for:
      I. The date of marriage (if you owned the property prior to the marriage)
      ii. The date you & your spouse separated
      iii. The date the Petition was filed
10. Statements for all debt you acquired during the marriage. Include mortgages, credit card debts, debts to family, medical bills, car loans, etc. Please bring statements showing balances on:
      I. The date of marriage (if you owed the debt prior to the marriage)
      ii. The date you & your spouse separated
      iii. The date the Petition was filed

11. Copies of all documents relating to retirement accounts, including plan descriptions & statements and, specifically, statements for:
    I. The date of marriage (if you or your spouse were invested in the retirement account prior to the marriage)
    ii. The date you & your spouse separated
    iii. The date the Petition was filed
12. Records concerning livestock, if any, and, if registered, the registration papers and appraisals, if any.
13. Jewelry appraisals, if any.
14. Collectible appraisals, if any.
15. Art appraisals, if any.