Save Time & Money
The Ultimate Case Information Checklist

This is an extensive list of items that need to be addressed during a Colorado Family Law Case, all may not apply to each case, but gathering this information can help expedite the needs of your legal team and help save you both time and money on your case. ***Please note that you will not need these items for the consultation. These are items for you to start gathering and keep in mind for the progression of your case.***

Basic Information

- [ ] Name, DOB, Social Security #, Address, Mailing Address, Phone #

Employment

- [ ] Employer, Employer Address, Employer Phone #, Length of Employment, Income
- [ ] Previous employment and information for each as above.

Opposing Party Information

- [ ] Full Name, DOB, Social Security #, Address, Phone #
- [ ] Employer, Employer Address, Employer Phone #, Length of Time Employed, Income
- [ ] If serving papers, think about the best time and place to have service done.

Children

- [ ] Are children under the age of 19 involved?
- [ ] Be able to describe the current custody arrangements, and if you believe there will be a dispute over custody or not.
- [ ] Think about what your ideal custody arrangement would be.
- [ ] Have all the involved child(ren)'s: Names, DOB, Ages, Social Security, Current Address
- [ ] Know medical details like the names of their providers, relevant medical history, When the last appointments were made, etc.
- [ ] Know their extra-curricular programs, schedules, coaches and teachers.
- [ ] Will parenting time for the non-biological parent be part of this divorce?
- [ ] Is your spouse paying or receiving child support for any children? If so, how much?

Marriage Details

- [ ] Know the State, County and Date of your marriage.
- [ ] Please explain in detail if drug or alcohol abuse were the cause of any marital problems.
- [ ] Be prepared to explain if there are religious differences.
- [ ] Be ready to discuss any domestic violence or abuse situations with dates if possible.
- [ ] If your divorce is already underway, bring any copies of all court documents that establish deadlines, procedures, restrictions or instructions related to you divorce process. This includes any temporary orders issued.
- [ ] Bring copies of any Prenuptial or Postnuptial Agreements.

Financial information - Be prepared to provide the following forms if applicable:

- [ ] Provide last 3 years of tax returns.
- [ ] Provide any information on any lawsuits you may be involved in.
- [ ] Provide a list of property owned by each spouse prior to marriage.
- [ ] Provide list of contents in safety deposit boxes.
- [ ] If you have received inheritance, please be able to provide details such as who it was from, when it was received, how much, and any documentation of spending available.
- [ ] Provide the last 3 full months of pay stubs.
- [ ] Provide a year-to-date earnings record and earned Vacation hours if not shown on paystubs.
- [ ] If your payroll includes bonuses, ESPP's, stock options, equity incentives, or other extraordinary income, provide year end paystubs for the last 3 years if available.
- [ ] Provide Corporate and Partnership Tax Returns, documentation in entities in which you have an interest.
- [ ] Provide financial statements prepared for you or spouse individually or together or for a business entity.
- [ ] Provide a list of expenses for various lifestyle costs (e.g. school tuition, unreimbursed medical bills, dance or music lessons for the children, etc.).
- [ ] Provide a summary of your monthly budget if applicable.
- [ ] Provide mortgage, credit card, auto loans statements.
- [ ] Provide copies of any lease agreements.
- [ ] Provide vacation property records including timeshare interest.
- [ ] Provide an inventory of household goods and furnishings or personal property of value. This can be very burdensome. However, knowing what specific items of household goods and furnishings personal property are is particularly valuable.
- [ ] Provide a list of jewelry, antiques, art, collectibles, wine, etc. And, provide appraisals, records, receipts if available.
- [ ] For vehicles, boats, trailers, motor homes, airplanes, etc. Provide a copy of title and registration, loan statements and Kelly Blue Book values.
- [ ] Provide current statements for all checking accounts and savings accounts.
- [ ] Provides children's bank account information and amounts if applicable.
- [ ] If you or your spouse hold significant cash, be prepared to provide details.

- [ ] If your or your spouse hold Life Insurance and/or Disability Insurance Policies, provide declaration pages showing face amount, date, type of policy, insured, owner, beneficiaries, cash value, and/or loan value. If a policy is term without cash value, you should provide the documentation showing the death benefit, beneficiary and premium, and whether the policy is through your employer.
- [ ] For stocks, bonds, investments, mutual funds, ecured notes, and other liquid and non-liquid investments, provide the latest statements available.
- [ ] Provide a list of all retirement accounts and pensions. Provide most recent documentation on statement and contributions.
- [ ] For all that apply, provide the most recent statement of all profit sharing, IRA's, deferred compensation, annuities, and stock option.
- [ ] Provide documentation for intellectual property such as, patents, trademarks, copyright, licensing agreement or royalty.

Credit and Debt Information

- [ ] For student loans, provide most recent statement and what period of time you or your spouse received the loan.
- [ ] If you believe you owe taxes please provide the amount, or if you have paid estimated taxes and the return is not done, provide information on how much has been paid and by what source.
- [ ] Provide a list any support arrearages to previous spouse or parent of child from other relationship.
- [ ] Provide all unsecured lines of credit or loans including most recent statements and dates loans where taken.
- [ ] Provide details for all credit cards, including cardholder name, account number, balance owed, and most recent statements.
- [ ] It is a good idea to pull your own credit report to make sure there are no accounts you are unaware of.

Estate Planning Documents Please provide the following, if applicable:

- [ ] Provide any Wills or Living Will documents.
- [ ] Provide a Certification of Trust.
- [ ] Provide any Power of Attorney documents.
- [ ] Provide any Advanced Healthcare Directives.

Issues and Questions

In addition to the above information, you should also keep a list of issues and questions that concern you. Keep a running tally of things that surface during the case that will require some follow-up action. These may include statements made by your opposing party, his/her attorney, or one of the third-party experts in your case.

To save time and money, you may want to group these questions and ask several of them at a time instead of a constant exchange of one-off questions and answers with your attorney, or any other member of your legal team.

If you are going through a family law case or have plans to start the process. Please reach out to Jones Law Firm, PC for a complimentary consultation to make sure you have a plan to protect your future and your children.

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