

Mandatory Disclosure

Florida law requires that each party produce, without even being asked by the other party, the items listed on this list. This is a continuing obligation throughout the proceedings. Failure to produce the documents listed below to the other side will likely result in you not being able to have that document admitted as evidence at a hearing.

The applicable Family Law Rule of Procedure imposes deadlines upon each party to produce the items listed below. Therefore, in order to comply with these deadlines, we must receive the following documents, as soon as possible, and no later than within the next fourteen (14) days.

If you believe there is a valid reason that you should NOT be required to produce the item and wish to object, you must notify our office immediately.

The Financial Affidavit is the single most important document in your case. The court will rely upon it to make many of the financial decisions in your case. Take your time in filling it out. If you have a question about what you should put down, you are free to write in what you think is accurate and then attach a separate piece of paper, explaining how you arrived at that number, why the number may change, or any other reason for your lack of certainty regarding the number. You must amend your financial affidavit if your circumstances change, or you discover an error.

Please return the documents listed below to our office with this list. Please put a check mark by each item so we know that you have read each item and enclosed the applicable documentation, if such exists. If you have not produced, please explain why you have not.

1. A Financial Affidavit. Please complete the blank form. We will review it and note any areas that we feel need to be re-addressed and once it is in a final form, make arrangements for you to sign and notarize it. We have notaries at our office, or you may notarize it on your own. Your most recent tax return, last year's W-2's, 1099's and K-1's and last three pay stubs must be attached.
2. A Child Support Guidelines Worksheet if applicable. This will be prepared by our office. We will prepare this on your behalf once we have the necessary information.
3. All federal and state income tax returns, gift tax returns, and intangible personal property tax returns filed by you or for you for the past three years.
4. IRS forms W-2, 1099, and K-1 for the past year, if the income tax return for that year has not been prepared.
5. Pay stubs or other evidence of earned income for the three (3) months prior to service of the Financial Affidavit.

6. A statement by you identifying the amount and source of all income received from any source during the three (3) months prior to service of the Financial Affidavit if such income is not reflected by the pay stubs produced.
7. All loan applications and financial statements prepared or used within the last twelve (12) months preceding service of the Financial Affidavit, whether for the purpose of obtaining or attempting to obtain credit or for any other purpose.
8. All deeds within the last three (3) years, all promissory notes within the last twelve (12) months, and all present leases, in which you own or owned an interest, whether held in your name jointly with any other person or entity, in your name as trustee or guardian for any other person, or in someone else's name on your behalf.
9. All periodic statements from the last three (3) months for all checking accounts, and from the last twelve (12) months for all other accounts (for example, savings accounts, money market funds, certificates of deposit, etc.), regardless of whether or not the account has been closed, including those held in your name individually, in your name jointly with any other person or entity, in your name as trustee or guardian for any other person, or in someone else's name on your behalf.
10. All brokerage account statements in which either party to this action held within the last one (1) year or holds an interest, including those held in the party's name individually, in the party's name jointly with any other person or entity, in the party's name as trustee or guardian for any other person, or in someone else's name on the party's behalf.
11. The most recent statement for any profit sharing, retirement, deferred compensation, or pension plan (for example, IRA, 401(k), 403(b), SEP, KEOGH, or other similar account) in which you are a participant or alternate payee and the summary plan description for any retirement, profit sharing, or pension plan in which you are a participant or an alternate payee. (The summary plan description must be furnished to you upon request by the plan administrator as required by 29 U.S.C. § 1024 (b) (4).)
12. The declarations page, the last periodic statement, and the certificate for any group insurance for all life insurance policies insuring your life or the life of your spouse, and all current health and dental insurance cards covering either of the parties and/or their dependent children.
13. Corporate, partnership and trust tax returns for the last three (3) years if you have an ownership or interest in a corporation, partnership, or trust greater than 30%.
14. All promissory notes for the last 12 months, 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 last 3 months, and all present lease agreements, whether owed in your name individually, in

your name jointly with any other person or entity, in your name as trustee or guardian for any other person, or in someone else's name on your behalf.

15. All written premarital or marital agreements entered into at any time between the parties to this marriage, whether before or during the marriage. Additionally, in any modification proceeding, each party shall serve on the opposing party all written agreements entered into between them at any time since the order to be modified was entered.
16. All documents and tangible evidence supporting your claim of special equity or non-marital status of an asset or debt for the time period from the date of acquisition of the asset or debt to the date of production or from the date of marriage, if based on pre-marital acquisition.
17. Any court orders directing you to pay or receive spousal or child support.