

CLIENT WORKSHEETS

INSTRUCTIONS

The enclosed requests for information both for documents and written answer must be completed as soon as possible in order for us to have the basic information necessary to represent you in your legal matter. There are four parts, DOCUMENTS REQUIRED, PENSION/RETIREMENT PLANS, QUESTIONS AND INFORMATION, and lastly the DR6(c-h) TRIAL MEMORANDUM. This process can be overwhelming, but it is necessary. As always, please feel free to contact me if you have any questions as to how to complete them.

Sincerely,

Don P. Moyer, Esquire
LAW OFFICES OF DON P. MOYER

I. DOCUMENTS REQUIRED

Please read this list thoroughly and start gathering as many of these documents as you can. Many of the documents may be necessary in the immediate future and it may take some time to obtain them.

A complete picture of the assets and income of both spouses is absolutely necessary. By providing us with the information and documents requested below, you will save time and money. You will also help us in the preparation of pleadings and documents required in your case. In addition, possession of these documents will help in preventing your spouse from dissipating any assets.

Please make a list of the documents that you cannot get and mail it to us as soon as possible. We will then attempt to help you to get them.

Gather the following documents and provide them to us as soon as possible.

1. Income Tax Returns. Completed personal, corporate, partnership, joint venture, or other income tax returns, state and federal, including W-2, 1099, and K-1 forms, in your possession or control from the start of the marriage.
2. Income Information. Current income information, including payroll stubs and all other evidence of income since the filing of your last tax return.
3. Personal Property Tax Returns filed in this state or anywhere else from the start of the marriage.
4. Banking Information. All monthly bank statements, passbooks, check registers, deposit slips, canceled checks, and bank charge notices on personal and business accounts, certificates of deposit, and money market and retirement accounts from banks, savings and loan institutions, credit unions, or other institutions in which you or your spouse has an interest.
5. Financial Statements submitted to banks, lending institutions, or any other persons or entities, which were prepared by you or your spouse at any time during the last five (5) years.
6. Any Loan Applications made within the last five (5) years.
7. Brokerage Statements. Monthly statements from all accounts of securities and/or commodities dealers or mutual funds maintained by you or your spouse during the marriage, and held individually, jointly, or as a trustee or guardian.
8. Stocks, Bonds and Mutual Funds. Certificates, if available, of accounts owned by either spouse during the marriage or pre-owned by you.
9. Stock Options. All records pertaining to stock options held in any corporation or other entity, exercised or not exercised.
10. Pension, Profit Sharing, Deferred Compensation Agreement, and Retirement Plans or any other kind of plan owned by you or by any corporation in which you or your spouse has been a participant during the marriage, including annual statements.
11. Wills and Trust Agreements executed by you or in which you have a present or contingent interest or in which you are a beneficiary, trustee, executor, or guardian and 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, including inter vivos trusts. All records of declaration of trust and minute books for all trusts to which you are a party, including the certificates, if any, showing such interest and copies of all statements, receipts, disbursements, investments, and other transactions.
12. Life Insurance or certificate of life insurance policies now in existence, insuring your life or the life of your spouse, and statements of the cash value, if available.
 13. General Insurance. Copies of insurance policies, including, but not limited to, annuities, health, accident, casualty, motor vehicles of any kind, property liability, including contents, and insurance owned by the parties during the past five (5) years of the marriage.
 14. Outstanding Debts. Documents reflecting all debts owed to you or by you, secured or unsecured, including personal loans, credit card statements, and law-suits pending or previously filed in any court.
 15. Business Records or ledgers in your possession and control that are either personal or business-related, together with all accounts and journals.
 16. Real Property. Any deeds of property in which you or your spouse has an interest together with evidence of all contributions, in cash or otherwise, made by you or on your behalf, toward the acquisition of such real estate during the marriage or thereafter.
 17. Sale and Option Agreements on any real estate owned by you either individually, through another person or entity, jointly, or as trustee or guardian.
 18. Personal Property. Documents, invoices, contracts, insurance policies, and appraisals on all personal property, including furniture, fixtures, furnishings, equipment, antiques, and any type of collections, owned by you individually, jointly, as trustee or guardian, or through any other person or entity during the term of the marriage.
 19. Firearm registrations issued or pending receipt of governmental registration documents, owned, possessed, or controlled by you during the last five (5) years.
 20. Motor Vehicles. All financing agreements and titles to all motor vehicles owned by you, individually or jointly, at any time during the last five (5) years, including airplanes, boats, automobiles, or any other types of motor vehicles.
 21. Corporate Interests. All records showing any kind of personal interest in any corporation (foreign or domestic) or any other entities not evidenced by certificate or other instrument.
 22. Partnership and Joint Venture Agreements to which you have been a party during the marriage.
 23. Employment Records during the term of the marriage, showing evidence of wages, salaries, bonuses, commissions, raises, promotions, expense accounts, and other benefits or deductions of any kind. All records showing any fringe benefits available to you or your spouse from any business entity including, without limitation, auto, travel, entertainment, educational, and personal living expenses.

24. Employment contracts under which you or your spouse have performed services during the past three (3) years, including a list of description of any oral con-tracts.
25. Charge Account statements for the past three (3) years.
26. Membership cards or documents identifying participation rights in any country clubs, key clubs, private clubs, associations, or fraternal group organizations during the past three (3) years of the marriage, together with all monthly statements.
27. Judgments and pleadings in which you have been a party to, either as Plaintiff or Defendant, during the marriage.
28. Medical bills, prescriptions, evaluation reports, or diagnoses for psychiatric treatment received during the last five (5) years.
29. Photographs or tapes of your real estate or contents if available.
30. Appraisals of any asset owned by you for the past five (5) years.
31. Safe Deposit Boxes. A list of contents as well as the people authorized to enter.

II. PENSION/RETIREMENT PLANS

Your pension plan or that of your spouse has a value. Please provide us with information for each pension and/or retirement plan for either yourself or your spouse. Include this information for all plans, including any IRAs, Keogh Plans (active or frozen), Profit sharing, thrift/savings, stock bonus plans, Annuity plans or terminated employer plans (undistributed), Nonqualified deferred plans, Defined contribution plans, Predecessor employer plans with undistributed vested benefits, or 401(k)s.

For each plan list the following:

1. Type of Plan
2. Employer Name, Address, and Phone
3. Plan Administrator's Name, Address, and Phone
4. Whether this is your plan or your spouses

III. QUESTIONS AND INFORMATION

The following information is needed in order to properly prepare you for either a settlement or a contest over assets, children, or support. Please prepare detailed written responses to each topic listed below and forward them to this office at via e-mail to don@moyerlaw.com.

EQUITABLE DIVISION OF ASSETS

1. LENGTH OF MARRIAGE

- A. Chronological history of the marriage from the date you met to the date of separation.
 - i. Set forth the high and low points of the marriage indicating dates, times, and locations to the best of your ability.
- B. Complete history of wife from adulthood to present including:
 - i. Family background
 - ii. Her education to present
 - iii. Employment history to present
- C. Complete history of husband from adulthood to present including:
 - i. Family background
 - ii. His education to present
 - iii. Employment history to present
- D. History of Children
 - i. Names and addresses
 - ii. Dates and places of birth
 - iii. Background of each leading up to the present including education, health, and relationship with both parents

2. CONDUCT OF THE PARTIES DURING MARRIAGE

- A. Treatment toward each other
- B. Oral/Verbal vs. physical abuse (assaults):
 - i. Describe incidents with dates and places
 - ii. Physical violence including whether or not the police were notified, or if there was hospital or doctor involvement
 - iii. Witnesses present – names and addresses
- C. Absenteeism from home: List reasons – social, business, extra curricular activities, other.

D. Infidelity – describe

E. Drug or excessive alcohol use – describe

3. *AGE OF THE PARTIES*

A. Dates of birth for both parties

B. Places of birth of both parties

4. *HEALTH OF THE PARTIES*

A. Give complete medical history of yourself

B. Give complete medical history of your spouse

C. For both spouses: List names and addresses of all hospitals, sanitariums, nursing home or other attended institutions

For both spouses: Names and addresses of all doctors attended

D. Updates medical records on past, present and future problems concerning yourself

5. *OCCUPATION OF THE PARTIES*

A. Wife

- i. Duties-present/future
- ii. Employer-address
- iii. Job description

B. Husband

- i. Duties-present/future
- ii. Employer-address
- iii. Job description

6. *AMOUNT AND SOURCES OF INCOME OF THE PARTIES*

List all sources of both parties

Examples:

job	real estate
stocks	pensions/profit-sharing
bonds	life insurance
mutual funds	other income - list
bank accounts	
trust funds	

A. Husband

B. Wife

7. ESTATE OF THE PARTIES

A. List all assets:

- i. Real Estate: Location, copies of deeds, book, page nos.
- ii. Personal property
 - a. furniture-complete list by rooms
 - b. motor vehicles and all other vehicles
 - c. jewelry
 - d. other
- iii. Intangible assets
 - a. bank accounts and certificates of deposit
 - b. stock holdings (shares) names and amounts
 - c. mutual funds
 - d. life insurance – names of insurance companies, amounts, premiums, types of coverage
 - e. trusts

8. LIABILITIES OF THE PARTIES

A. List all mortgages

- i. Names and addresses of banks
- ii. Amount owed
- iii. Amount of payment

B. List all outstanding amounts owed for any other debt, listing for each:

- i. Name and address of creditor
- ii. Type of debt – credit card, car loan, personal loan, etc.
- iii. Reason for the debt
- iv. Who incurred the debt
- v. Who signed for the debt
- vi. Who has possession of property related to debt
- vii. Original amount of debt
- viii. Present balance
- ix. Monthly payment

Add up total of all above debt and provide total.

9. OPPORTUNITY OF THE PARTIES TO ACQUIRE FUTURE CAPITAL ASSETS

For each – list future ability to obtain real estate, retirement savings, etc.

A. Wife

B. Husband

10. CONTRIBUTIONS OF THE PARTIES IN THE ACQUISITION OF THEIR ESTATE

- A. What did the Wife contribute?
- B. What did the Husband Contribute?
- C. What did the Wife's family or children contribute?
- D. What did the Husband's family or children contribute?

11. CONTRIBUTION OF THE PARTIES IN THE PRESERVATION OF THEIR ESTATE

- A. Who handled the money?
- B. Who established the standard of living?
- C. Which spouse did the economizing or saving – ex. No vacations, luxuries or material items in order to accumulate wealth

12. CONTRIBUTIONS OF THE PARTIES IN THE APPRECIATION OF THE VALUE OF THEIR ESTATE

- A. Which spouse maintained the property?
Ex. Upkeep of real estate, painting, papering, cleaning, gardening
- B. Maintained bank books, stock, life insurance and reinvested interest or dividends

13. CONTRIBUTION OF THE PARTIES AS A HOMEMAKER TO THE FAMILY UNIT

- A. Which spouse is responsible for keeping the family together?
- B. Describe the process used to maintain family love, and respect, relative to the health, education and welfare of the children
- C. Describe what each spouse contributed to this process in detail

CHILD CUSTODY AND POSSESSION

1. WISHES OF PARENT'S REGARDING CHILD'S CUSTODY

2. REASONABLE PREFERENCE FOR CHILD

3. CHILD'S RELATIONSHIP AND INTERACTION WITH:

- A. Mother
- B. Father
- C. Siblings
- D. Grandparents
- E. Other significant persons in child's life

4. CHILD'S ADJUSTMENT TO HOME, SCHOOL AND CUMMUNITY

- A. School grades
- B. Sports Activities
- C. Religious Activities
- D. Friends
- E. Behavioral/Disciplinary Issues
- F. Other Activities

5. WHO PERFORMS DAY TO DAY CARE FOR THE CHILD

- A. Preparation of meals for child
- B. Bathing, grooming, and dressing of child
- C. Purchasing, cleaning, and care of clothes
- D. Medical care, including nursing and trips to physicians
- E. Arranging social interactions (transport to friends, girl scouts, etc.)
- F. Arranging alternative care (babysitting, daycare, etc.)
- G. Putting child to bed at night, attending child in the middle of the night, waking child in the morning
- H. Disciplining (teaching general manners, toilet training, etc.)
- I. Educating (religious, cultural, social, etc.)
- J. Teaching elementary skills (reading, writing, math, etc.)

5. MENTAL AND PHYSICAL FITNESS OF ALL PERSONS INVOLVED

- A. Mother
- B. Father
- C. Siblings
- D. Grandparents
- E. Other significant persons in child's life

6. *STABILITY OF CHILD'S HOME ENVIRONMENT*

7. *MORAL FITNESS OF CHILD'S PARENTS*

8. *WILLINGNESS OF PARENTS TO FACILITATE CLOSE AND CONTINUOUS PARENT-CHILD RELATIONSHIP BETWEEN CHILD AND OTHER PARENT*

PERSONAL SUPPORT/ALIMONY

1. *LENGTH OF MARRIAGE*

- See *EQUITABLE DIVISION OF ASSETS* Section 1, above

2. *CONDUCT OF THE PARTIES DURING MARRIAGE*

- See *EQUITABLE DIVISION OF ASSETS* Section 2, above

3. *AGE OF THE PARTIES*

- See *EQUITABLE DIVISION OF ASSETS* Section 3, above

4. *HEALTH OF THE PARTIES*

- See *EQUITABLE DIVISION OF ASSETS* Section 4, above

5. *STATION (STATUS) OF THE PARTIES*

- A. Country Clubs
- B. Organizations
- C. Standards of Living
- D. Memberships

6. *OCCUPATION OF THE PARTIES*

- See *EQUITABLE DIVISION OF ASSETS* Section 5, above

7. *AMOUNT AND SOURCES OF INCOME OF THE PARTIES*

- See *EQUITABLE DIVISION OF ASSETS* Section 6, above

8. *VOCATIONAL SKILLS OF THE PARTIES*

- A. Husband

B. Wife

9. *EMPLOYABILITY OF THE PARTIES*

A. Ability to work for each party

B. History of each party seeking employment

10. *ESTATE OF THE PARTIES*

– See *EQUITABLE DIVISION OF ASSETS* Section 7, above

11. *LIABILITIES OF THE PARTIES*

– See *EQUITABLE DIVISION OF ASSETS* Section 8, above

12. *NEEDS OF THE PARTIES*

A. Standard of living

B. Please ensure you have filled out the financial disclosure statement (DR-6)

C. Total amount for weekly demand

13. *EXTENT TO WHICH EITHER PARTY IS UNABLE TO SUPPORT HIM OR HER SELF ADEQUATELY DUE TO BEING PRIMARY CUSTODIAN OF CHILD*

14. *OTHER FACTORS*

A. Extent a party was absent from work due to homemaking duties

B. Extent education, employment skill or experience, outmoded, and earning capacity diminished, as a result of the above

C. Time and expense required for the supported spouse to acquire appropriate education or training to develop marketable skills and find appropriate employment

15. *OPPORTUNITY OF THE PARTIES TO ACQUIRE FUTURE CAPITAL ASSETS*

– See *EQUITABLE DIVISION OF ASSETS* Section 9, above

16. *OPPORTUNITY OF THE PARTIES TO ACQUIRE FUTURE INCOME*

– See *EQUITABLE DIVISION OF ASSETS* Section 10, above

IV. DR6(c-h) TRIAL MEMORANDUM

The last several pages here are the DR6(c-h) that you must fill out. Please write your answers directly on the attached form. It is very important that you take the time to ensure that all assets and debts are listed. If they are not, I will not know of them, we will not be able to factor them in any settlement discussions with the opposing side, and at some point the document will be filed with the court, and if it is incomplete, there could be severe ramifications from the court.

TRIAL MEMORANDUM
FAMILY PROFILE

FULL NAME: _____ PRESENT ADDRESS: _____ _____ EDUCATION: _____ VOCATION SKILLS: _____ PRESENT EMPLOYER: _____ ADDRESS: _____ PRESENT HEALTH: _____	_____ PLAINTIFF _____ DEFENDANT AGE: _____ PHONE: _____ LENGTH OF SERVICE: _____
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DATE OF MARRIAGE: _____ DATE OF FINAL SEPARATION: _____	PLACE OF MARRIAGE: _____ DURATION OF MARRIAGE: _____
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FULL NAME OF CHILDREN	AGE	STATUS OF HEALTH	CUSTODY OF
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DESCRIBE BRIEFLY THE STANDARD OF LIVING ENJOYED BY THE PARTIES WHILE LIVING TOGETHER:

EXPLAIN ANY PROBLEMS, CONSIDERATIONS, OR EXPENSES RELATING TO THE CHILDREN:

SET FORTH PLAN FOR CHILDREN, IF CUSTODY OR VISITATION IS AN ISSUE:

IF EITHER PARTY IS NOT EMPLOYED, EXPLAIN AND ATTACH THE PARTY'S PLANS FOR EMPLOYMENT. IF ANY, STATE NAME, ADDRESS, AND DATES OF LAST EMPLOYMENT.
 THIS FORM IS TO BE FILED IN DUPLICATE BY EACH PARTY NOT LATER THAN SEVEN (7) DAYS PRIOR TO THE TRIAL DATE.

TRIAL MEMORANDUM
MEDICAL INSURANCE PLANS

PLAN DESCRIPTION	INSURER	INSURED	ANNUAL PREMIUM	BENEFICIARY

DENTAL INSURANCE PLANS

PLAN DESCRIPTION	INSURER	INSURED	ANNUAL PREMIUM	BENEFICIARY

LIFE INSURANCE PLANS

DESCRIPTION 1	INSURER	INSURED	PREMIUM	BENEFICIARY
OWNER _____			SURRENDER VALUE _____	
DESCRIPTION 2	INSURER	INSURED	PREMIUM	BENEFICIARY
OWNER _____			SURRENDER VALUE _____	
DESCRIPTION 3	INSURER	INSURED	PREMIUM	BENEFICIARY
OWNER _____			SURRENDER VALUE _____	
DESCRIPTION 4	INSURER	INSURED	PREMIUM	BENEFICIARY
OWNER _____			SURRENDER VALUE _____	

PENSION/RETIREMENT PLANS

PLAN DESCRIPTION	COMMENCEMENT DATE	TERMINATION DATE	TOTAL CONTRIBUTION		CURRENT VALUE
			EMPLOYEE	EMPLOYER	

SET FORTH ALL RETIREMENT PLAN INFORMATION AND STATE THE REALIZABLE MONETARY VALUE TO THE PARTY OF THE PLAN. IF AVAILABLE, ATTACH COPY OF THE PLAN.

TRIAL MEMORANDUM
CASH/SAFE DEPOSITS

NAME OF INSTITUTION	ACCOUNT TYPE/NUMBER	HIGHEST BALANCE LAST 6 MONTHS	CURRENT BALANCE

CHECKING ACCOUNTS

NAME OF INSTITUTION	ACCOUNT TYPE/NUMBER	HIGHEST BALANCE LAST 6 MONTHS	CURRENT BALANCE

SAVINGS ACCOUNTS

NAME OF INSTITUTION	ACCOUNT TYPE/NUMBER	HIGHEST BALANCE LAST 6 MONTHS	CURRENT BALANCE

CREDIT UNION ACCOUNTS

NAME OF INSTITUTION	ACCOUNT TYPE/NUMBER	HIGHEST BALANCE LAST 6 MONTHS	CURRENT BALANCE

OTHER ACCOUNTS

NAME OF INSTITUTION	ACCOUNT TYPE/NUMBER	HIGHEST BALANCE LAST 6 MONTHS	CURRENT BALANCE

TRIAL MEMORANDUM
STOCKS/BONDS

DESCRIPTION	DATE ACQUIRED	ORIGINAL PRICE/VALUE	HIGHEST VALUE LAST 6 MONTHS	CURRENT VALUE

TANGIBLE PROPERTY VALUED OVER \$1,000

DESCRIPTION	DATE ACQUIRED	ORIGINAL PRICE/VALUE	SOURCE OF FUNDS	CURRENT VALUE

REAL ESTATE/PROPERTY

DESCRIPTION	DATE ACQUIRED	SOURCE OF FUNDS	ORIGINAL PRICE/VALUE	MORTGAGE BALANCE	CURRENT VALUE

TRIAL MEMORANDUM
MARITAL ASSETS

DESCRIPTION	LOCATION	TITLE OWNER	DATE ACQUIRED	ORIGINAL PRICE/VALUE	SOURCE OF FUNDS	MARKET VALUE

SET FORTH ALL ASSETS CLAIMED TO BE ELIGIBLE FOR EQUITABLE DISTRIBUTION WHICH ARE NOT SPECIFICALLY PROVIDED FOR IN OTHER SCHEDULES.

VALUES SHOULD BE ESTABLISHED BY FAIR MARKET APPRAISAL OR EQUIVALENT AS OF THE DATE OF FILING OF COMPLAINT OR SUCH OTHER DATE AS MAY BE PROPER UNDER GOVERNING LAW.

TRIAL MEMORANDUM
MARITAL DEBTS AND LIABILITIES

DESCRIPTION/ PURPOSE	DATE INCURRED	DEBTOR	CREDITOR	ORIGINAL AMOUNT	CURRENT BALANCE	MONTHLY PAYMENT

INCLUDE ALL DEBTS OF SPOUSES BUT DO NOT INCLUDE ANY DEBTS ON THIS PAGE WHICH HAVE BEEN INCLUDED IN OTHER SCHEDULES.

THE AMOUNT OF CURRENT DEBT SHOULD BE AS OF THE DATE OF EXECUTION, OR SUCH OTHER DATE AS MAY BE PROPER UNDER GOVERNING LAW.