

To **better serve you**, we will be asking you to provide us documents that we can rely on, and that we may use as evidence in your case. Every case is different and our requests will vary from case to case, but the lists below will help get you organized and prepare you to consult with us.

In cases involving claims for child support, post separation support, and alimony, we will make the following initial request of documents from you:

1. Personal state and federal tax returns for the previous 3 tax years together with copies of all schedules, 1099s and W-2s ;
2. In the case of self-employed parties, corporate tax returns or partnership returns for the previous 3 tax years, together with all schedules;
3. Year to date income statements (leave and earning statements or pay stubs) reflecting gross income, contributions to retirement and health insurance premiums in the present year to date;
4. Health insurance premium statements reflecting the premium associated with coverage for minor children;
5. Statements, invoices or other proof of any work related child care expense incurred by you or the other parent;
6. Statements, invoices, explanations of benefits, or other proof of any medical expense incurred for the benefit of a minor child which has not been covered by health insurance;
7. Please request and complete Cumberland County Family Court Form (CCLF-FC-006) Post Separation Support Affidavit, which is an income and expense affidavit upon which the Court may base its award of post separation support and alimony. [Click here to download the form.](#)

In equitable distribution cases, we ask that you provide us the following documents:

1. Personal state and federal tax returns for the previous 3 tax years together with copies of all schedules, 1099s and W-2s;
2. In the case of self- employed parties, corporate tax returns or partnership returns for the previous 3 tax years, together with all schedules;
3. A copy of all deeds to real property in which you or your spouse have a beneficial interest, including but not limited to the home in which you lived during your marriage;
4. A copy of any real estate appraisal associated with any property acquired during marriage;
5. A copy of any mortgage statement reflecting the balance of any mortgage secured by real estate at the date of separation and to date;
6. A copy of any savings, checking or money market account statement in your name, your spouse's name or joint names, reflecting the balance in each account at or about the date of separation;
7. A copy of any retirement account statement in your name or your spouse's name, reflecting the balance in each account at or about the date of separation and all like statements received since separation;
8. A copy of any investment account statement in your name or your spouse's name, reflecting the balance in each account at or about the date of separation and all like statements received since separation;

9. A copy of any whole life insurance policy statement reflecting the cash balance of any whole life policy at or about the date of separation and all like statements received since separation;
10. A copy of any credit card statement in your name, your spouse's name, or in joint names, at or about the date of separation, reflecting the charges and balance due on each such credit card and all like statements received since separation;
11. A copy of any other loan statement, such as a vehicle loan, home equity line of credit or any other loan outstanding at date of separation, in your name, your spouse's name or both names and all like statements received since separation;
12. Please request and complete Cumberland County Family Court Form (CCLF-FC-004) Equitable Distribution Inventory Affidavit which is an affidavit that inventories marital, separate, and divisible property. Definitions of these terms can be found on our webpage at <http://www.hutchenslawfirm.com/areas-of-practice/family-law/equitable-distribution>. [Click here to download the form.](#)

"Thank you for taking the time to prepare yourself for your consultation with us. We sincerely appreciate your effort and we thank you for trusting that you can lean on the strength of Hutchens Law Firm to pursue your interests as our own."

~Hutchens Law Firm

For questions or additional information:

Phone: (910) 864-6888

Fax: (910) 864-6848

Website: www.hutchenslawfirm.com