

Client Instructions Checklist

If child support, spousal support, custody, visitation, use of the home or other movables is an issue in your case, I will need the following **prior to filing**:

- ~ Signed retainer agreement and retainer fee; **and**

If child support or spousal support is an issue, I will need the following at least ten (10) days before court:

- ~ Copy of two (2) most recent income tax returns, together with supporting documentation; **and**
- ~ Last four (4) check stubs, or a statement from employer as to how you are paid (salary, hourly, commission, etc.) as well as your year-to-date income and the period of time that income covers if it has not been the entire year; **and**
- ~ If applicable, proof of private school tuition, fees, books, etc, from the school, statement of the daycare costs from the daycare provider, and health insurance cost for the minor child(ren); **and**
- ~ Completed Affidavit Declaring Monthly Income and Expenses.

If child support or spousal support arrearages are claimed, I will need the following **prior to filing**:

- ~ Table of Arrears listing amounts paid and not paid;

If community property is an issue in your case, you will need to complete **prior to filing**:

- ~ Sworn Detailed Descriptive List of Assets and Debts.