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## COMPREHENSIVE DIVORCE CHECKLIST

This is an extremely comprehensive list of information that you may wish to pull together in order to start your preparation for the divorce process. The information cited covers both personal and financial information for you, your spouse and other relevant family members.

While this list may feel overwhelming, it is important to remember that it was prepared to try to capture information for a wide variety of situations and not all categories will apply to your situation. Therefore, use this list as a guide for what may be of importance in your case and take the process one step at a time.

If you are using a divorce attorney and/or a divorce mediator to assist you in your process, providing them with the information and documents outlined in this Checklist may save you time and money.

**Sincerely,**

Bop Mediation Team





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### Personal Information

- Your basic information: full name and all names you have been known by and date of birth.
- Contact information such as an address, landline/cell phone number and email address.
- Information about your employer: name, address and phone number.
- Your length of employment and your monthly or annual salary. You should be prepared to show your attorney at least three years in income tax returns.
- Your spouse's basic information: full name and all names they have been known by and date of birth.
- Contact information for your spouse such as an address, landline/cell phone number and an email address.
- Your spouse's employer information, such as address and phone number.
- Your spouse's length of employment and salary.
- Where to serve your spouse with divorce papers if the attorney will be doing so. At your spouse's work or place of residence?
- Current custody arrangements, including which parent the children live with and whether or not a custody dispute will be part of the divorce process.
- Information about previous marriages, including the divorce decree.
- Information about children from previous marriages on either side: the full names, dates of birth and social security numbers of any children from a previous marriage.
- Details about your child support, if applicable. Who pays and how much?
- Details about their child support, if applicable:
- Who provides health insurance for the children in this marriage?
- Wedding details: where and when you were married.
- The name of your spouse's attorney if he/she has one.
- The name of a marital therapist you and your spouse visited with times and dates.
- A list of the marital problems that led to divorce if any involve alcohol or drug abuse, religious differences, infidelity, sexual incompatibility or, domestic abuse.
- Temporary Orders. If you are a bit further along in the process, include copies of all court documents that establish deadlines, procedures, restrictions, or instructions related to your divorce process. Examples of these are restraining orders on your spouse, temporary maintenance, child custody, and visitation.



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- Birth certificates for all children
- Domestic Partnership Certificate: Provide a copy (if applicable).
- Social Security Statement: Provide most current copy of statement.
- Prenuptial or postnuptial agreements
- Separation agreement (for this relationship and/or any prior marriages)
- Expenses for various lifestyle costs (e.g., school tuition, unreimbursed medical bills, music or dance lessons for children, etc.)
- Monthly budget worksheet
- Money you are owed, including names of those who owe you money, how much they owe, and the expected payment date.
- Information on any lawsuits you may be involved in.
- A list of any livestock, such as cattle or horses that you may own.
- List of property owned by each spouse prior to marriage
- List of property acquired by each spouse individually by gift during the marriage
- Inheritance: If you've received an inheritance, provide details (who did you receive it from, when, how much did you receive, and where did it go?)
- List of contents in safety deposit boxes

## Financial Information

### Tax and Income Documents

- Get the last three (3) full months and the most recent year-end statements for you and your spouse. Provide a year-to-date earnings record if not shown on paystubs. If your payroll includes bonuses, ESPPs, stock options, equity incentives, or other extraordinary income, provide year-end paystubs for the last 5 years if available. Provide accrued vacation hours if not shown on paystub.
- Tax Returns. Both Federal and State tax returns for the past 5 years, including all schedules, attachments, and W-2 forms as well as any "K-1" forms from business entities. If you or a reliable tax preparer did not prepare the tax returns, you may want to order a copy from the IRS. Let us know and we can provide you with IRS Form 4506 so you can make this request.
- Corporate and Partnership Tax Returns. Get documentation in entities in which you have an interest for the last five years. (If an accountant has the records for your individual and/or business tax returns, you can obtain copies from the accountant.)
- Financial Statements. Provide any financial statements prepared for you individually or for you and your spouse together, or for a business entity in which you have an interest in the past five years (the more recent the better), such as for a loan application.



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- Employment contract or employment offer letter. These documents should indicate compensation or other benefit information. Also, provide a summary of your Employee Benefits for you and your spouse.
- If you are self-employed, provide the following:
  - Financial statements or profit and loss (P&L) statements for the past five (5) years.
  - Business tax returns for the past five (5) years.
  - Buy-sell agreement or other agreement concerning valuation of business.
  - Any loan or credit application for the business prepared within the past five (5) years.
  - Any existing appraisal of the business.

#### Real Estate Documents

- Copy of the current Grant Deed(s) with Exhibit "A" (legal description) on each property that shows how title is held (if the title has been changed, provide copies of all deeds from the time of acquisition). The Deed of Trust or Note is not needed.
- Appraisals or market value opinions for any real property if dated within the last two (2) years.
- Final Escrow Statement from Close of Escrow/Settlement Statement for purchase or sale (usually 2-3 pages) and for last refinance (if applicable). Shows price, down payment, closing fees, etc.
- Cost basis of home; purchase price plus improvements.
- Mortgages, Lines of Credit: Copy of the most recent mortgage or loan statement for each loan showing name, address, account number, monthly payment and balance. Also, provide terms of current loan: date opened, original loan amount, current interest rate, length of loan.
- Rental Property: Records of ownership of all rental property. Provide cost basis (including improvements, depreciation taken, etc.).
- Vacation Property: Records of ownership of all vacation property and timeshare interest. Provide cost basis (including improvements, etc.).
- Tax Assessor's Statement



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## Personal Property

- Inventory list with estimated resale values for your entire household. It can be very burdensome to list all the household furniture and furnishings to comply with this item, and it often is not necessary. It is not uncommon, at least for the Financial Disclosures, to simply say "various" items acquired over "various" dates and the values of these items are "unknown." However, if there are specific items of furniture and furnishings that are particularly valuable, please note those items and if they are an item that you wish, or your spouse wishes, to retain.
- Jewelry, Antiques, Art, Collectibles, Wine, etc.: Ownership records, purchase receipts or description of jewelry, antiques, oriental rugs, art works, stamp or coin collections, wine cellar, precious metals, gems, and other collectibles. Insurance riders for valuable items will often list these items. If they exist please provide in addition to any appraisals on any such items.
- Vehicles, Boats, Trailers, ATVs, Motorcycles, Snowmobiles and other vehicles or recreational vehicles: Copy of title and registration for all vehicles, boats, airplanes, trailers, and motor homes. Provide loan statements showing the terms of the loan. Also, provide a copy of the Kelly Blue Book private party valuation.

## Other Financial Information: Bank Accounts, Insurance Policies, Investments, Retirement, etc.

- Current statements for all checking accounts, savings accounts, credit accounts, and other deposit accounts.
- Children's bank account information and amounts.
- Cash: If you or your spouse hold significant cash, such as in a safety deposit box, please note.
- Tax Refunds: Please provide information for any tax refunds you are expecting. Also provide copies of checks or records of refunds if received individually by either party before or after separation. If you expect a refund but haven't filed your returns yet, provide a copy of your extension.
- Life and Disability Insurance Policies: Provide Declaration pages showing face amount, date, type of policy, insured, owner, beneficiary(ies), cash value and/or loan value. If a policy is term without cash value, you should provide the documents showing the death benefit, beneficiary and premium and whether it is an individual policy or a policy through your employer.
- Homeowners and auto insurance policies
- Stocks, Bonds, Investments, Mutual Funds, Secured Notes, and other liquid and non-liquid investments: Copies of all documents showing how title is held and most recent statements, plus a copy of statements as close to the date of separation as possible. If security is held in certificate form, provide a copy of the certificate. Also, provide cost basis of each security/investment owned. (Cost basis is needed on all non-retirement account assets.)



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- Retirement accounts and Pensions (401k, defined benefit and defined contribution plans). Provide a copy of the latest summary plan documents (with terms and conditions of the plan) and most recent benefit statements plus the statement as near as possible to the date of separation. Include any outstanding benefits from prior employers. For pensions, include the pension calculation showing your est. monthly income at earliest retirement age.
- Profit-Sharing, IRAs, Deferred Compensation, Annuities: Provide the most current statement for all accounts.
- Accounts Receivable and Unsecured Notes: Records for any money owed to you including lottery winnings.
- Partnerships and Other Business Interests: The Schedule of Assets and Debts requires the most recent K-1 form and Schedule C. All business interests should be listed, including general partnerships, limited partnerships, limited liability partnerships (LLPs), C Corporations and limited liability corporations (LLCs), as well as sole proprietorships.
- Other Assets: Records for any other asset or property not otherwise listed above. Assets may include, but are not limited to:
- Stock Purchase Plans–ESOP, ESPP and stock purchase plans.
- Stock Options – Stock option grant agreement (grant letter) and most current grant statement covering each grant received, from date of grant to present, for present employers (and prior if not fully exercised or expired). Description or plan statements for all employer stock option plans under which you have received options.
- Cafeteria Plans/Other Benefits – Provide most current statement or description of cafeteria benefit plan, incentive or bonus plan and any other employment benefit in which either spouse participates.
- Severance/Early Retirement – All notices/statements regarding severance or early retirement benefits offered by or already received from the employer of either spouse.
- Intellectual Property–Records reflecting any patent, trademark, copyright, licensing agreement, royalty, or other intellectual property rights.

## Credit and Debt Information

- Student or other education-related loans: Provide the most recent statement. Include all information such as balances owed, interest rate, payment schedule and the school, and what period of time you or your spouse received the loan.
- Taxes: If you believe taxes are owed, please state. Also, if estimated taxes have been paid for the current or preceding tax year but the return is not done, please provide information as to how much has been paid and from what source. Provide letter/notice of any federal or state tax deficiency issued before or after separation and not yet paid.
- Support Arrearages: Refers to support owed to previous spouses or for children from previous relationships or for support you or your spouse has been ordered to pay in this dissolution proceeding prior to the preparation of this document. Provide copies of orders and statements.
- Loans–Unsecured: Provide the most current statement for all unsecured loans along with the name of institution (bank name), loan number, current rate, etc.



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- Credit Cards: List the name of the cardholder as well as card number and balance owed. Please provide a copy of the most recent statements and the statements for the two or three months from the date of separation and immediately thereafter. If card has reward points/frequent flyer miles, provide total owned.
- Other Debts: Information including most recent statement on any debts not listed above.
- Current credit report.

## Business Records

Provide the following for any business you or your spouse have an interest:

- Corporate or partnership tax returns for the past five (5) years for both Federal and State.
- Year-end financial statements for past five (5) years if not contained in tax returns. If there are computer generated financial statements, those should be provided in electronic form along with a paper copy.
- Most current financial statements as to income and expenses and balance sheet, as well as for the period as close to the date of separation as possible. If there are computer generated financial statements, those should be provided in electronic form along with a paper copy.
- Copies of partnership agreements, and in case of corporations, the formation documents and copies showing how title to shares of stock or membership interests are held and in what amounts.

## Estate Planning Documents

- Wills or Living Will Documents
- Certification of Trust: Provide a copy if you have a Trust. Provide Certification of Trust only and not entire Trust document.
- Powers of Attorney
- Durable Powers of Attorney
- Advance Healthcare Directives