

## **Mandatory Disclosure**

Due to the requirements under Florida Law, we must receive the production of the following documents **within the next fourteen (14) days.**

You must inform our office of any objections to the production of the following documentation **within the next seven (7) days.**

You have a continuing duty to supplement the documentation, including your Financial Affidavit, whenever a material change in your financial status occurs. If you amend the Financial Affidavit, you must also provide to us the documents supporting the amendments to the Financial Affidavit. Be advised that any documentation provided to the opposing party less than 24 hours before a hearing MAY NOT be used as evidence unless the court finds good cause for the delay.

Please enclose this list and the requested documents in an envelope and return to our office. Please indicate in the margin of this list, those items not provided and an explanation of why they have not been provided. i.e. documents held by former spouse, documents not applicable in this case. **Simply stating that a document is not provided is not acceptable. If you do not comply with this Mandatory Disclosure, the Court may impose sanctions against both you and this law firm. Any sanctions incurred by this law firm due to your non-compliance will be charged to you per our representation agreement.**

### THE FOLLOWING ARE REQUIRED FOR FULL COMPLIANCE:

1. A Financial Affidavit. A worksheet is attached. We must have this information immediately so that we can prepare the final document and have you sign and notarize it. 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. 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.

You have a continuing duty to supplement the documents described whenever a material change in financial status occurs or whenever you discover or acquire any additional supporting documents to an amended Financial Affidavit.