



**Post-Separation Support and Alimony Documents Checklist
Pursuant to Local Rule 30 (Firm)**

Party filing the **CALENDAR REQUEST/NOTICE OF HEARING** shall contemporaneously file and serve an Affidavit of Income, Assets and Expenses (Form 1A or Form 1B for more diverse assets and income sources) and the following documents to Opposing Counsel:

Check boxes when documents are **Served on Opposing Counsel**:

- a) _____ Last four (4) months proof of all income including;
- i) _____ Copies of all pay-stubs for the last four (4) months;
 - ii) _____ Pay and expense vouchers (if applicable);
 - iii) _____ Employee benefit statements (if applicable);
 - iv) _____ Stock option statements (if applicable);
 - v) _____ Company financial statements and tax returns and/or Form 1040
 - vi) _____ Schedule "C" (if self-employed or employed by a closely held corporation) (if applicable)
- b) _____ Last four (4) months statements showing;
- i) _____ All accounts in banks;
 - ii) _____ All accounts in credit unions;
 - iii) _____ All brokerage accounts;
 - iv) _____ All other financial institutions for which client has been an authorized signer.
- c) _____ Last four (4) months, listing of all outstanding debts owed by client with;
- i) _____ Written documentation for each creditor showing the principal balance owed and terms of repayment; **OR**
 - ii) _____ Account statements for each creditor showing the principal balance and terms of repayment.

d)_____ Last two (2) years;

- i) _____ All Federal Tax Returns filed by or for the client;
- ii)_____ All schedules and attachments (Forms W-2, 1099, etc.);
- iii)_____ All year-end tax documentation (Forms W-2, 1098, 1099, extension requests, etc.) for the most recent tax year, if that return has not been filed.

e)_____ Last two (2) years;

- i) _____ All personal financial statements given by the clients to anyone, anywhere.

f)_____ If intending to use affidavits of accountants or private investigators, you must serve the affidavits on the opposing party no later than seven days preceding the hearing.