



WOODRUFF

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Child Support Documents Checklist **Pursuant to Local Rule 29** (Firm)

Party Filing the CALENDAR REQUEST/NOTICE OF HEARING shall contemporaneously serve an Affidavit of Income, Assets and Expenses (Form 1 B) and the following documents to Opposing Counsel:

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

- a) _____ Last Two (2) year's Federal and State Tax Returns (including all IRS Forms W-2, 1099 and K-1);
- b) _____ Last four (4) months, proof of all income, including, but not limited to, copies of all pay stubs, pay and expense vouchers, employee benefit statements, stock option statements, company financial statements and tax returns an/or Form 1040, Schedule "C" (if self-employed or employed by a closely-held corporation);
- c) _____ For the last three (3) months, statements showing all accounts in banks, credit unions, brokerage accounts and all other financial institutions for which you are an authorized signer;
- d) _____ A listing of all outstanding debts with written documentation or account statements for each creditor showing the principal balance currently due and the terms of the payment;
- e) _____ For the last two (2) years, all personal financial statements given to anyone, anywhere;
- f) _____ Health Insurance statements or paycheck stubs reflecting monthly premiums for the children's insurance;
- g) _____ Affidavits or statements regarding Child Care Costs;



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- h) ____ Relevant portions of Court Orders pertaining to the support of other children of either party;
- i) ____ Any other documentation necessary to complete appropriate Child Support Worksheets;
- j) ____ If remarried and a child has been born to that marriage;
 - i) ____ The new spouse's previous year's Federal and State Tax Returns (including all IRS Forms W—2, 1099 and K-1);
 - ii) ____ The new spouse's last four paycheck stubs.

WITHIN SEVEN (1) DAYS OF RECEIPT OF THE ABOVE INFORMATION FROM THE OPPOSING PARTY AND NO LATER THAN THE FRIDAY PRECEDING CALENDAR CALL, THE RESPONDING PARTY SHALL PROVIDE THE ABOVE REQUIRED DOCUMENTS.

- k) ____ Prior to the date of the Child Support Hearing, each party shall deliver a proposed worksheet reflecting their contentions as to the appropriate amount of child support to the opposing counsel.