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FLORIDA FAMILY LAW RULES OF PROCEDURE

RULE 12.285 MANDATORY DISCLOSURE

According to Rule 12.285 of the Florida Family Rules of Procedure, you must provide the documents listed below. Please review the list below and indicate one of the following responses on the line provided:

- **"X"** which means you have the document(s) requested. For each such response**,** please provide a copy of the document(s) **in a separately labeled folder** and in the space provided below each response please state in detail the document(s) provided. Please provide three (3) sets of each such response;
- **"None"** which means the response applies to you but you do not have any documents. For each such response**,** in the space provided below each response please state in detail how the response applies to you, whether any such document(s) exist and, if so, from where a copy can be obtained. If you can readily obtain the required document(s), you must do so.; or
- **"N/A"** which means the response is not applicable to you.

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(1) A Financial Affidavit. *Form provided by attorney to be completed by client.*

_____ (2) All federal and state income tax returns, gift tax returns, and intangible personal property tax returns filed by you or on your behalf for the past 3 years.

_____ (3) IRS forms W-2, 1099, and K-1 for the past year, if the income tax return for that year has not been prepared.

_____ (4) Pay stubs or other evidence of earned income for the 3 months prior to service of the financial affidavit.

_____ (5) A statement by you identifying the amount and source of all income received from any source during the past 3 months, if not reflected on the pay stubs produced.

_____ (6) All loan applications and financial statements prepared or used within the past 12 months, whether for the purpose of obtaining or attempting to obtain credit or for any other purpose.

_____ (7) All deeds within the last 3 years, all promissory notes within the last 12 months, and all present leases, in which you own or owned an interest, whether held:

(a) in your name individually,
(b) in your name jointly with any other person or entity,
(c) in your name as trustee or guardian for any other person, or
(d) in someone else's name on your behalf.

_____ (8) All periodic statements from the last 3 months for all checking accounts, and from the last 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:

(a) in your name individually,
(b) in your name jointly with any other person or entity,
(c) in your name as trustee or guardian for any other person, or
(d) in someone else's name on your behalf.

_____ (9) All brokerage account statements in which you or the other party to this action held within the last 12 months or holds an interest including those held:

(a) in your name (or the other party's name) individually,
(b) in your name (or the other party's name) jointly with any other person or entity,
(c) in your name (or the other party's name) as trustee or guardian for any other person, or
(d) in someone else's name on your behalf (or the other party's behalf).

_____ (10) 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 on request by the plan administrator as required by 29 U.S.C. § 1024(b)(4).)

_____ (11) The declarations page, the last periodic statement, and the certificate for all life insurance policies insuring your life or the life of your spouse, whether group insurance or otherwise, and all current health and dental insurance cards covering either of the parties and/or their dependent children.

_____ (12) Corporate, partnership, and trust tax returns for the last 3 tax years if you have an ownership or interest in a corporation, partnership, or trust greater than or equal to 30%.

_____ (13) 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:

(a) in your name individually,
(b) in your name jointly with any other person or entity,
(c) in your name as trustee or guardian for any other person, or
(d) in someone else's name on your behalf.

_____ (14) All written premarital or marital agreements entered into at any time between the parties to this marriage, whether before or during the marriage. Additionally, if this is a modification proceeding, all written agreements entered into between you and the other party at any time since the order to be modified was entered.

_____ (15) All documents and tangible evidence supporting (a) any claim for an unequal distribution of marital property, (b) any claim of enhancement in value or appreciation of nonmarital property, and/or (c) the nonmarital 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 premarital acquisition.

_____ (16) Any court orders directing you to pay or receive spousal or child support.