

To **better serve you**, we will be asking you to provide us documents that we can rely on, and that we may use as evidence in your case. Each case is different, and our requests will vary from case to case, but the lists below will help get you organized as you contemplate separation, and as you prepare to consult with us.

In cases involving claims for child support, spousal support, and alimony, we will make the following initial request of documents from you:

1. Personal state and federal tax returns for the previous 3 tax years, together with copies of all schedules, 1099s and W-2s;
2. For self-employed parties, corporate tax returns or partnership returns for the previous 3 tax years, together with all schedules;
3. Year-to-date income statements (wage and earning statements or pay stubs) reflecting gross income, contributions to retirement, and health insurance premiums in the present year;
4. Health insurance premium statements reflecting the premium associated with coverage for minor children;
5. Statements, invoices, or other proof of any work-related child care expense incurred by you or the other parent;
6. Statements, invoices, explanations of benefits, or other proof of any medical expense incurred for the benefit of a minor child and not covered by health insurance;
7. Please request and complete a Buncombe County Family District Court [Form 4 Financial Affidavit](#), which is an income and expense affidavit upon which the Court may base its award of spousal support and child support. Note that you only need to complete the first two pages of this form if the only form of support being sought is child support.

In equitable distribution cases, we ask that you provide us the following documents:

1. Personal state and federal tax returns for the previous 3 tax years, together with copies of all schedules, 1099s and W-2s;
2. For self-employed parties, corporate tax returns or partnership returns for the previous 3 tax years, together with all schedules;
3. A copy of all deeds to real property in which you or your spouse have a beneficial interest, including but not limited to the home in which you lived during your marriage;
4. A copy of any real estate appraisal associated with any property acquired during marriage;
5. A copy of any mortgage statement reflecting the balance of any mortgage secured by real estate at the date of separation and current date;
6. A copy of any savings, checking or money market account statement in your name, your spouse's name, or joint names, reflecting the balance in each account at or about the date of separation;
7. A copy of any retirement account statement in your name or your spouse's name, reflecting the balance in each account at or about the date of separation, and all like statements received since separation;
8. A copy of any investment account statement in your name or your spouse's name, reflecting the balance in each account at or about the date of separation, and all like statements received since separation;

9. A copy of any whole life insurance policy statement reflecting the cash balance of the policy at or about the date of separation, and all like statements received since separation;
10. A copy of statements for any credit cards in your name, your spouse's name, or in joint names, at or about the date of separation, reflecting the charges and balance due on each such credit card, and all like statements received since separation;
11. A copy of any loan statement, such as a vehicle loan, home equity line of credit, or any other loan outstanding at date of separation in your name, your spouse's name, or both names, and all like statements received since separation;
12. Please request and complete a Buncombe County Family Court [Form 10 Equitable Distribution Inventory Affidavit](#), which is an affidavit that inventories marital, separate, divisible and mixed property. Explanations of these terms can be found on our blog at www.ashevildivorceblog.com.

Thank you in advance for taking the time and investing the effort that compiling this information will take. We value your time and effort and appreciate your assistance and participation in preparing your case, but most of all we thank you for choosing Siemens Family Law Group, and we appreciate your trust and confidence in our services.

For questions or additional information:

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Blog: www.ashevildivorceblog.com