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MEMO

Please Read This Memo Carefully

TO: ALL Family Law Clients

RE: Requirement to Provide Financial Information

The Rules of Court that control family law matters require that all parties to family law matters must prepare, file and serve specific financial information on the opposing party within 45 days of service of process. Your financial disclosures will be prepared, filed and served by us through the following procedures and documents:

1. **Financial Affidavit.** It is critical that you fill out the Financial Affidavit as completely and as quickly as possible. A sworn financial affidavit is required to be filed in every family law case. (For example, we cannot file a request for temporary child support, alimony or attorney's fees without this document.) *You will be provided a blank Financial Affidavit form to use as a worksheet to make a rough draft of your Financial Affidavit.* Once you complete the rough draft, we will put the document in its final form and then you will review, sign and we will notarize your signature swearing to the correctness of your Financial Affidavit.
2. **Certificate of Compliance with Mandatory Disclosure.** In addition to the Financial Affidavit you must provide copies of certain financial documents in your possession and control, including items such as tax returns, bank and credit card statements, check stubs, etc. *You will be provided a checklist of the documents that you should provide.* You should provide us the originals of these documents to us as soon as you are able to locate them and bring them into the office. Bring copies if you do not have the originals or the information must be downloaded from the Internet (ex. online banking statements). Normally, we will scan the documents so that you do not have to incur the expense and time of making copies yourself.