

MANDATORY COMPLIANCE INSTRUCTIONS

Please follow these instructions carefully. You must provide two (2) copies of every document requested. I will keep a copy and I will provide the second copy to the opposing party and/or their attorney. If you return only one copy, you will be asked to take the documents back and make another copy. If the documents are not organized pursuant to these instructions, you will be asked to take the documents back and organize them. When making the copies, you have two options.

Option 1: Make (2) hard copies of every document, labeling and organizing them as outlined below.

Make a separate cover sheet corresponding with the letter of each and every request (a-q), even if you do not have documents for that letter. For example, (b) request asks for tax returns for the preceding 3 years. When you provide your tax returns, you would put the letter (b) on a piece of paper and list the tax returns you are providing, i.e., 2014, 2015 and 2016, etc. item (l) asks for corporate tax returns. If you do not have a corporation and have no corporate tax returns, you would put the letter (l) on a piece of paper and write that you have no ownership in any corporation. See the diagrams below for an example. Please make sure that you have a cover sheet for every letter (a-q) even if you do not have documents for that item.

Option 2: Make (1) hard copy (with cover sheets) and put the second copy on a CD or flashdrive. If you choose to save the second copy on a CD/flashdrive, you absolutely must make sure the electronic copy is identical to the paper copy. We do not want to deliver documents to the other side that I do not have in my file. When saving the documents to the CD/flashdrive, you must save each document separately indicating what the document is and the date on the document. You must also make sure that when you save the documents, you indicate which letter (a-q on the attached list) each document corresponds with.

For example, item b requests your tax returns for the last 3 years. Your cover sheet for item b must state: (b) tax returns for the years 2014, 2015, and 2016 are provided (see diagrams below.) Then, if you elected to save your second copy on a CD/flashdrive, you will save each tax return labeling them as follows: item b 2014 tax return, item b 2015 tax return, item b 2016 tax return, etc.

If it is a bank statement as requested in item g, you will save each statement labeling them as follows: item g Regions Oct 2017, item g NFCU Sept 2017, etc.

Return the documents to my office in two complete stacks of documents which have been placed in order (a-q), or in one complete stack with cover sheets for each item, together with one cd/flashdrive with a complete set of all your documents. Do not email your documents to me.

If you do not have a document and you can get it, you must do so. For example, request (m) asks for all credit card and charge account statements for the prior 3 months. If you have thrown away your credit card bills, you must request copies from the company. In this case, you would prepare a cover sheet and label it (m) and explain on the cover sheet that you have requested the credit card statements from the company and you will provide them as soon as you receive them. It will then be your responsibility to follow-up and provide two copies of the documents to me as soon as you receive them, together with the corresponding cover sheet in order that I can file a supplemental response.

If a document does not apply to you, you must write down a reason why it does not apply. For example, if the request asks for a prenuptial agreement and you do not have a prenuptial agreement, you cannot simply write n/a. You must give a more detailed response on the cover sheet for that request, such as "request letter (n) does not apply to me because we did not sign a prenuptial agreement before getting married."

Page 3 of the attached form must be signed in the presence of a notary and returned to me with the documents.

Item (q)

I have never been ordered by the court to pay child support or alimony. I do not receive child support or alimony.

Example of what your cover sheet should look like if you do not have a requested document. (Item (q) Cover Sheet indicating no such documents exist.)

Item (b)

2014, 2015 and 2016
Individual tax returns
are attached.

Example of what your cover sheet should look like if you do have a requested document. Item (b) Cover sheet with the requested documents attached.)

The following documents are required under the mandatory disclosure rules (Fla.Fam.L.R.P., 12.285). Please provide two (2) copies of all documents in your possession. For any documents you are not able to provide, please give a brief explanation as to why.

- a. ___ Financial Affidavit
 - () Florida Family Law Rules of Procedure Form 12.902(b) (short form)
 - () Florida Family Law Rules of Procedure Form 12.902(c) (long form)
- b. ___ () All personal (1040) federal tax, gift tax, and intangible personal property tax returns for the preceding three (3) years;
() Transcript of tax return as provided by IRS form 4506-T; or () IRS forms W-2, 1099, and K-1 for the past year because the income tax return for the past year has not been prepared.
- c. ___ Pay stubs or other evidence of earned income for the 3 months before the service of the financial affidavit.
- d. ___ A statement identifying the source and amount of all income for the 3 months before the service of the financial affidavit, if not reflected on the pay stubs produced.
- e. ___ All loan applications and financial statements prepared for any purpose or used for any purpose within the 12 months preceding the service of the financial affidavit.
- f. ___ All deeds to real estate in which I presently own or owned an interest within the past 3 years. All promissory notes in which I presently own or owned an interest within the last 12 months. All present leases in which I own an interest.
- g. ___ All periodic statements for the last 3 months for all checking accounts and for the last year for all savings accounts, money market funds, certificates of deposit, etc.
- h. ___ All brokerage account statements for the last 12 months.
- i. ___ Most recent statement for any pension, profit sharing, deferred compensation, or retirement plan (for example, IRA, 401(k), 403(b), SEP, KEOGH, etc.) and summary plan description for any such plan in which I am a participant or alternate payee.
- j. ___ The declaration page, the last periodic statement, and the certificate for any group insurance for all life insurance policies insuring my life or the life of me or my spouse.
- k. ___ All health and dental insurance cards covering either me or my spouse and/or our dependent child(ren).
- l. ___ Corporate, partnership, and trust tax returns for the last 3 tax years, in which I have an ownership or interest greater than or equal to 30%.
- m. ___ All credit card and charge account statements and other records showing my (our) indebtedness as of the date of the filing of this action and for the prior 3 months. All promissory notes on which I presently owe or owned within the past year. All lease agreements I presently owe.
- n. ___ All premarital and marital agreements between the parties to this case.
- o. ___ If a modification proceeding, all written agreements entered into between the parties at any time since the order to be modified was entered.
- p. ___ All documents and tangible evidence relating to claims for an unequal distribution of marital property, enhancement or appreciation in nonmarital property, or nonmarital status of an asset or debt.
- q. ___ Any court order directing that I pay or receive spousal support (alimony) or child support.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this certificate of compliance and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

Signature of Affiant

Printed Name: _____

Address: _____

Telephone: _____

SWORN TO OR AFFIRMED AND SIGNED BEFORE ME THIS _____ DAY OF _____, 20__.

NOTARY PUBLIC - STATE OF FLORIDA