MANDATORY COMPLIANCE & REQUEST TO PRODUCE INSTRUCTIONS

Please follow these instructions carefully when preparing your Mandatory Compliance and/or response to Request for Production of Documents.

DO	DON'T
☐ Do provide 2 copies of every document requested. At least one copy must be a hard paper copy. The second copy can be either paper or on a flash drive. 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. You also must rename each electronic file A through Q or 1 through ___, specifically naming each document provided.	☐ Do not return only one copy of your documents.
☐ Do organize your documents in 2 complete stacks labeled A through Q or 1 through ___.	☐ Do not return your documents in one disorganized stack.
☐ Do use a separate cover sheet for each request A through Q or 1 through ___ (see attached examples.) You may use paper clips, binder clips, colored paper or rubber bands to separate your documents.	☐ Do not use staples, folders, binders, page dividers, or envelopes to separate your documents.
☐ Do provide only copies of each document.	☐ Do not provide me with any original documents.
☐ Do call to schedule an appointment with my paralegal to deliver/notarize your forms/documents.	☐ Do not email your documents to me.

IMPORTANT:

If you do not have a document and you can get it, you must do so. For example, Mandatory Compliance 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 or did not maintain paper copies of your statements, you must request copies from the company.

If a document does not apply to you, you must write down a reason why it does not apply on that cover sheet. 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."

The signature page of the attached form must be signed in the presence of a notary and returned to me with the documents.

MANDATORY COMPLIANCE & REQUEST TO PRODUCE COVER SHEET EXAMPLES

You should prepare a separate cover sheet for each section of Mandatory Compliance, label them separately A through Q, and write out on the cover sheet exactly what you have provided for each request. If you are responding to a request for production of documents, label your cover sheets 1 through ____, according to the original request. Examples of how the cover sheets should be prepared are below:

Mandatory Compliance
B.

Income tax returns for 2016, 2017 and 2018 are provided. W2s for 2016, 2017 and 2018 are provided. 1099s for 2016, 2017 and 2018 are provided.

Request for Production of Documents
Dated xx/xx/2019
8.

Checking account statements for Regions bank (account ending XXXX) dated 11/01/2018, 12/01/2018, and 01/01/2019 are provided.

Savings account statements for Navy Federal Credit Union (account ending XXXX) dated 01/01/2018, 02/01/2018, 03/01/2018, 04/01/2018, 05/01/2018, 06/01/2018, 07/01/2018,

Mandatory Compliance
C.

Pay stubs dated 11/01/2018, 11/15/2018, 12/01/2018, 12/15/2018, 01/01/2019, 01/15/2019 are provided.

Request for Production of Documents
Dated xx/xx/2019
21.

My spouse and I did not sign any marital or premarital agreements.

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.