

ACKNOWLEDGMENT FROM CLIENT

This will acknowledge that I have received the following documents:

- 1. Confidential Family Law Questionnaire;
- 2. Family Law Financial Affidavit Worksheet;
- 3. Documents Required to be Produced;
- 4. Mandatory Disclosure Duty to Supplement;
- 5. Draft Family Law Interrogatories;
- 6. Parenting Performance Agreement;
- 7. Child Custody Information Worksheet;
- 8. Standing Family Law Court Order;
- 9. Notice of Mandatory Attendance at Parent Education and Family Stabilization Course;
- 10. Other: _____
- 11. Other: _____

I have discussed these documents with the attorney and understand my obligations to produce the required documents and information. I understand that I am required to complete the Financial Affidavit, produce the requested documents and more than likely, I will be required to answer the Family Law Interrogatories.

I further understand that it is my obligation, under the *Florida Family Law Rules of Procedure*, to supplement the documents whenever a material change in my financial status occurs. I am further under a duty to amend prior responses or disclosures if I obtain information or otherwise determine that the prior response or disclosure was incorrect when made or if I obtain information or otherwise determine that the prior response or disclosure, although correct when made, is no longer materially true or complete.

Pursuant to Rule 12.285, *Fla. Fam. L.R.P.*, sanctions may be imposed for my failure to comply with the mandatory disclosure requirements. Under rule 1.380(b)(2) of the Florida Rules of Civil Procedure, such sanctions may include the striking of pleadings and entering a default, prohibiting the introduction of evidence, and refusing to allow the presentation of a claim or defense. Such sanctions may be imposed me and/or my attorney. I hereby agree to indemnify and hold the attorney harmless for any sanctions assessed against her for my failure to comply with the mandatory disclosure rules and my obligation to supplement when a material change in my financial status occurs during any litigation in which they are representing me. I understand and acknowledge that failure to comply with my obligations as such may result in the my attorney's withdrawal from my case.

DATED this _____ day _____, 20____.

CLIENT SIGNATURE

Print Name: _____

CAROL LEE PEAKE

ATTORNEY AT LAW

Post Office Box 2164
Daytona Beach, FL 32115
Telephone: (386) 868-4039
Facsimile: (386) 267-3157
Email: cpeakeatty@gmail.com

CONFIDENTIAL FAMILY LAW QUESTIONNAIRE

Please complete this questionnaire and return it to our office as soon as possible. This form will assist us in analyzing the issues pertinent to your case. All information will be held in strict confidence.

1. Please give us your full name, date and place of birth, and social security number.	
Name	
All previous names you have used	
Date of Birth	
Place of Birth	
Social Security #:	
Highest Degree of Education	
Portion Completed before Marriage	

2. Information about you	
Current home address	
Length of time you have lived at your present address	
Home telephone #	
Cell phone #	
Work telephone #	
Home fax #	
Work fax #	
Do we need to call first before faxing?	
Email address	
Pager	
Alternate phone contact in case we can't reach you any other way	

3. If you are not now living with your spouse, give an approximate date of separation.

Date of separation	
Have there been prior separations	
If so, how many	
Approximately when and for how long?	

4. Please give the date and place of your marriage.

Date of Marriage	
Place of Marriage (City, County and State)	

5. Please complete the following concerning your employment and income.

Employer	
Street address	
City, state and zip code	
Telephone number	
Job title	
Gross salary	
Other sources of income (describe)	
Average monthly income from all sources	

6. Please provide the following information for your spouse.

Name	
Date of birth	
Place of birth	
Social security #	
Driver's license # (if known)	
Highest degree of education	
Portion completed before marriage	

7. Where is your spouse now living?	
Street address	
City, state and zip code	
Residence telephone number	
How long has your spouse resided in Florida	

8. Please complete the following regarding your spouse's employment.	
Employer	
Street address	
City, state and zip code	
Telephone number	
Job title	
Gross salary	
Other sources of income (describe)	
Average monthly income from all sources	

9. Have there been prior court proceedings between you and your spouse?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, please bring copies of all related documents	
Who was your previous attorney	

10. Do you and your spouse have any children?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If so, please provide the following information. If a child is adopted, please indicate. If a child is from a previous marriage, please indicate.</i>	
Name	Place and Date of Birth

11. Are you seeking custody of the child(ren)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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12. List the present address for the children and all addresses the children have lived for the last five (5) years starting the their current address. If any child lived with anyone other than you and your spouse, give the name and address of the custodian and the dates the child resided with that person.

Child	Custodian/Address	Dates

13. List all property, if any, owned by the children.

14. Has there been domestic violence?

If so, give the date of the most recent incident and the details regarding such incident (i.e. by who, against who, etc.)

Were the police called?

If so, which police agency was called?

Did either party receive medical attention?

Names, addresses and telephone numbers of any witnesses to incidents of domestic violence	
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15. Have you and your spouse tried counseling	
16. If so, with whom and for how long?	
17. Is your spouse in favor of this divorce?	
18. Do you/does she want your/her maiden name to be restored?	
19. If yes, please give the name you want restored to you/her	
20. If you, your spouse or any of your children have any serious health problems, please describe.	

21. Indicate your priorities on the following issues by assigning numbers, with one being the highest priority	
Visitation	Child Custody
Child Support	Property Distribution
Alimony	Attorney's Fees
Restraining abusive spouse	Other (specify):

22. <u>Life Insurance</u>: For all current life insurance policies in effect, please provide the following information:			
	<i>Policy #1</i>	<i>Policy #2</i>	<i>Policy #3</i>
Company			
Face value			
Cash surrender value, if any			
Policy #:			
Amount of premium			
Beneficiary			

Where policy is located			
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23. Health, Dental or Vision Insurance: For all health, dental or vision policies covering you, your spouse or your children, please provide the following information:

	<i>Policy #1</i>	<i>Policy #2</i>	<i>Policy #3</i>
Name of Plan			
Policy #:			
Amount of premium			
Who is covered			
Deductible			
Co-Pay on doctor visits			
Co-Pay on prescriptions			
As to the premium, please state, the cost for employee only			
As to the premium, please state, the cost for the employee and spouse			
As to the premium, please state, the cost for employee and child(ren)			
Amount deducted each pay period			
How often is the deduction made (i.e. weekly, every 2 weeks, monthly, etc.)			

24. Vehicles, Boats, Trailers, Motorcycles, Water Recreation Vehicles, Etc. - For any of the aforementioned assets, please provide the following information:

	<i>Asset #1</i>	<i>Asset #2</i>	<i>Asset #3</i>
List asset (year, make, model)			

Do you wish to keep this asset permanently?			
List the current mileage			
VIN number			
In whose name is the asset titled			
Present value of asset			
Name and address of lender			
Account number			
Amount of original note			
Monthly payment amount			
Remaining balance owed on note			

25. Information about your home.	
Name of mortgage holder/lender	
Address of mortgage holder	
Account number	
Date acquired home	
Total price	
Down payment	
Source of funds for down payment	
Original mortgage amount	
Current balance of mortgage	
Monthly payment on mortgage	
Is the home now listed for sale	
Amount of last appraisal	
Name and phone number of realtor	
Name and phone number of appraiser	

26. If applicable, have you and your spouse decided how you will divide any property the both of you have acquired during the marriage, personal or real?	
27. If applicable, have you and your spouse decided how you will divide any liabilities that the both of you may have incurred during the marriage, regardless of who acquired the debt?	
28. Describe any special contributions you feel you have made to your spouse's career, education, or assets.	
29. Were you referred to our office by someone? If so, please indicate the name of the referring party.	

I represent that the foregoing information is true and correct to the best of my knowledge.

DATED this _____ day _____, 20____.

 CLIENT SIGNATURE

Print Name: _____

CAROL LEE PEAKE
ATTORNEY AT LAW

Post Office Box 2164
Daytona Beach, FL 32115
Telephone: (386) 868-4039
Facsimile: (386) 267-3157
Email: cpeakeatty@gmail.com

FAMILY LAW FINANCIAL AFFIDAVIT WORKSHEET

Please complete this **draft** Financial Affidavit to best of your knowledge and ability. Please use monthly figures in computing the calculations for the affidavit. If you get paid weekly, please take the weekly figure and multiply it times 52 weeks and then divide by 12 months to get the correct monthly figures. If you get paid bi-weekly take the weekly figure and multiply it time 26 weeks and divide by 12 months to get the appropriate monthly figures.

Please complete the Financial Affidavit and return it to our office as soon as possible. We will have our secretary type the Financial Affidavit in final form and then you will need to review and sign under oath attesting to the truthfulness of you answers. The Financial Affidavit will be filed with the Court and served upon the opposing party.

EMPLOYMENT AND INCOME	
OCCUPATION:	
EMPLOYER'S NAME:	
EMPLOYER'S ADDRESS AND TELEPHONE NUMBER:	
SOC. SEC. #:	
DATE OF BIRTH:	
PAY PERIOD:	
RATE OF PAY:	
FILING STATUS (MARRIED OR SINGLE)	
NUMBER OF DEPENDENTS CLAIMED	

If you are employed, but expecting soon to become unemployed or change jobs, describe the change you expect and why and how it will affect your income. If currently unemployed, describe your efforts to find employment, how soon you expect to be employed, and the pay you expect to receive.

LAST YEAR'S INCOME	Yours	Other Party's (if known)
1. Gross earned income last calendar year		
2. All other income last calendar year		
3. Total income taxes paid on above income (incl. Fed., FICA)		
4. Net income		

AVERAGE GROSS MONTHLY INCOME FROM EMPLOYMENT	
Present gross income from employment	
Bonuses, commissions, allowances, overtime, tips and similar payments	
Business income from sources such as self-employment, contracts (gross receipts minus ordinary and necessary expenses required to produce income)	
Disability benefits	
Workers' Compensation	
Unemployment Compensation	
Pension, retirement or annuity payments	
Social Security benefits	
Alimony payments received from current or previous marriage	
Interest and dividends	
Rental income (gross receipts minus ordinary and necessary expenses required to produce income)	
Income from royalties, trust or estates	
Reimbursed expenses and in kind payments to the extent that they reduce personal living expenses	
Gains derived from dealing in property (not including nonrecurring gains)	
Itemize any other income of a recurring nature	
TOTAL MONTHLY INCOME	

LESS MONTHLY DEDUCTIONS:	
Federal income tax withholding	
FICA or self-employment tax	
Medicare payments	
Mandatory union dues	
Mandatory retirement	
Health insurance payments (excluding portion paid for minor children of this relationship)	
Court ordered child support actually paid for children from another relationship	
Court ordered alimony paid from this case	
Court ordered alimony paid for another case	
TOTAL DEDUCTIONS	

TOTAL NET INCOME	
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AVERAGE MONTHLY EXPENSES

HOUSEHOLD	
Mtg. or rent payments	
Property taxes & insurance	
Electricity	
Water, garbage & sewer	
Telephone	
Fuel, oil or natural gas	
Repairs and maintenance	
Lawn care	
Pool care	
Pest control	
Other	
Other	
Other	
Food and grocery items	
Meals outside the home	

AUTOMOBILE	
Gasoline & oil	
Repairs	
Auto tags and license	
Insurance	
Car Payments	
Other	

CHILDREN'S EXPENSES	
Daycare or After-school care	
School tuition	
School supplies	
Lunch money	
Allowance	
Clothing	
Health insurance premium attributable to children	
Vision insurance premium attributable to children	
Dental insurance premium attributable to children	
Uncovered medical expenses	
Prescriptions	
Barber/beauty parlor	
Cosmetics/toiletries	
Gifts for special holidays	
Other expenses:	
Other expenses:	

INSURANCE	
Health insurance	
Dental insurance	
Vision insurance	
Life insurance	
Other insurance	
Other insurance	

OTHER EXPENSES NOT LISTED ABOVE	
Dry cleaning and laundry	
Affiant's clothing	
Affiant's medical, dental prescriptions	
Affiant's grooming	
Affiant's gifts	
Pets	
Grooming	
Veterinarian	
Membership dues	
Professional dues	
Social dues	
Entertainment	
Vacations	
Publications	
Religious organizations	
Charities	
Cell phone	
Miscellaneous	
Other expenses	
TOTAL ABOVE EXPENSES	

ASSETS: (OWNERSHIP: IF MARITAL, PUT ONE-HALF OF THE TOTAL VALUE UNDER HUSBAND AND ONE-HALF UNDER WIFE NO MATTER WHOSE NAME THE ITEM IS IN)

DESCRIPTION	VALUE	HUSBAND	WIFE
Cash on hand			
Cash in banks			
Stocks/bonds/notes			
Notes			
Home (1)			
Home (2)			
Vehicle (1)			
Vehicle (2)			
Motorcycle(s)			
Boat(s)			
Other personal property			
Contents of home			
Jewelry			
Artwork			
Life insurance/cash surrender value			
Retirement Plan(s) - <i>(Profit sharing, pension, IRA, 401(k)'s, etc.)</i>			
Retirement Plan(s) - <i>(Profit sharing, pension, IRA, 401(k)'s, etc.)</i>			
Retirement Plan(s) - <i>(Profit sharing, pension, IRA, 401(k)'s, etc.)</i>			
Other assets			
Other assets			
Other assets			
TOTAL ASSETS:			

- * A contingent liability is a potential liability. It depends on a future event occurring or not occurring (i.e. possible lawsuit liability, future unpaid taxes, contingent tax liabilities, debts assumed by another, etc.).

*An example of a contingent liability would be a lawsuit filed **against you** by Company B. If it is probable that you will **lose** the lawsuit and **owe money** to company B, this would be an example of a contingent liability. However, you will not owe money until the lawsuit is settled.*

DOCUMENTS REQUIRED TO BE PRODUCED

Pursuant to Rule 12.285 of the *Florida Family Law Rules of Procedure*, there is mandatory disclosure of documents and information for dissolution of marriage proceedings, and other family law matters.

Such mandatory disclosure must be completed within 45 days of service of the initial pleading (i.e., the Petition for Dissolution of Marriage, Petition to Determine Paternity, Supplemental Petition for Modification of Final Judgment, etc.) on the respondent unless temporary relief is sought (e.g. request for temporary child support, temporary alimony or temporary attorney's fees).

If temporary relief is sought and the hearing on temporary relief is scheduled prior to the 45 day deadline, the time to make the required disclosure is reduced. The party requesting temporary relief must serve the required documents on the other party with the notice of the temporary relief hearing. The responding party then must serve the required documents within two (2) business days before the temporary relief hearing date if served by personal delivery (or 7 days before if served by mail). The responding party shall have no less than 12 days within which to serve the required documents (unless otherwise ordered by the court). Although the disclosure is required for temporary relief is limited at that time, the remainder of the listed items must nevertheless be produced within the 45 days.

The parties may agree to waive the requirement to provide mandatory disclosure. This means that **BOTH** parties must agree, *in writing*, not to exchange these documents, however, ***the requirement to provide financial affidavits may NOT be waived***. While it is possible to waive production of mandatory financial disclosures (with the exception of the Financial Affidavit), these documents are necessary for a complete and full evaluation of the fairness of any settlement in your case.

Our Judge may impose sanctions on you and us if we do not comply. Under rule 1.380(b)(2) of the Florida Rules of Civil Procedure, upon a party's failure to comply with a discovery order, the court may impose sanctions that include the striking of pleadings and entering a default, prohibiting the introduction of evidence, and refusing to allow the presentation of a claim or defense.

Pursuant to Rule 12.285, the documents, information, etc., which **MUST** be produced are as follows:

There may be documents which you do not have in your possession or which do not apply to you. If you do not have documentation for a particular item listed or a particular item does not apply to your case, please make a notation next to the appropriate item number.

- 1. Copy of driver's license for proof of residency requirement.
- 2. A financial affidavit [to be prepared by our office using information provided by you as requested in our form being provided to you simultaneously herewith]. The financial affidavit will be in substantial conformity with Family Law Form 12.901(e), which requirement **cannot** be waived by the parties.
- 3. All federal and state income tax returns, gift tax returns, and intangible personal property tax returns filed by your (and/or your spouse if you have

them) or on your behalf for the past three (3) years.

- 4. Your W-2 form(s), 1099, and any K-1 forms you may have if your tax returns for the last three (3) years have not been prepared.
- 5. Your pay stubs or other evidence of you earned income for the past three (3) months.
- 6. A list of any and all income you have received in the last three (3) months (including the source of the income) from any source, other than your pay stubs you have already provided.
- 7. All of your loan applications and financial statements for the past year (i.e. car loan applications, mortgage applications, financial statements provided for business or personal loans, etc).
- 8. All deeds, mortgages, promissory notes and closing statements pertaining to real estate in which you own or owned and interest within the last three (3) years, whether held in your name individually, in your name jointly with any other person, in your name as trustee or guardian or any other person, or in someone else's name on your behalf.
- 9. All promissory notes in which you own or owned an interest within the last year, whether held in your name individually, in your name jointly with any other person, in your name as trustee or guardian or any other person, or in someone else's name on your behalf.
- 10. All present leases in which you own or owned an interest in the past year, whether held in your name individually, in your name jointly with any other person, in your name as trustee or guardian or any other person, or in someone else's name on your behalf.
- 11. All periodic statements for the last three (3) months for all checking accounts, regardless of whether or not the account has been closed, including those held in your name individually, in your name jointly with any other person, in your name as trustee or guardian or any other person, or in someone else's name on your behalf.
- 12. All periodic statements for the last twelve (12) months for all other accounts (savings accounts, money market funds, certificates of deposit, and credit union accounts), regardless of whether or not the account has been closed, including those held in your name individually, in your name jointly with any other person, in your name as trustee or guardian or any other person, or in someone else's name on your behalf.
- 13. All brokerage account statements in which you or your spouse held within the last twelve (12) months or hold an interest including those held in your name individually, in your name jointly with any other person, in your name as trustee or guardian or any other person, or in someone else's name on your behalf.
- 14. The most recent statement for any profit sharing, retirement, or pension plan (for example, IRA, 401(k), 403(b), SEP, KEOUGH, 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 alternate payee.

- 15. The declarations page, the last periodic statement and certificate for all life insurance policies insuring your life or your spouse's life.
- 16. Current health and dental insurance cards covering either yourself, your spouse or your children.
- 17. Corporate, partnership and trust tax returns for the last three (3) tax years, if you have an interested in a corporation, partnership or trust greater than or equal to 30%.
- 18. All promissory notes for the last twelve (12) months.
- 19. All credit card and charge account statements, other records showing your indebtedness as of the date of the filing of the action and for the last three (3) months (i.e. credit card statements, mortgage statements, amortization schedules, etc.).
- 20. All present lease agreements, whether owed in your name individually, in your name jointly with any other person, in your name as trustee or guardian or any other person, or in someone else's name on your behalf.
- 21. All written premarital or marital agreements entered into any time between the parties to this marriage, whether before or during the marriage.
- 22. All documents and tangible evidence supporting your claim of special equity or non-marital 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 the marriage, if based on premarital acquisition.
- 23. Any court orders directing you or your spouse to pay or receive spousal support (alimony) or child support.
- 24. All documents showing reimbursed expenses and in-kind payments that reduce your personal living expenses that were received by or made available to you for the last twelve (12) months.
- 25. All title certificates, lease agreements, and registration certificates for all motor vehicles, boats, airplanes, and any other vehicle requiring registration that you regularly use, own, or owned in the last twelve (12) months.
- 26. All documents pertaining to any money owed to you or your spouse.
- 27. Verification of the breakdown for the cost of medical insurance for the portion attributable to your children.
- 28. Verification of the cost of monthly day care or after-school care for your children.
- 29. Verification of child support payments made either by you or your spouse to you since the date of separation or Final Judgment sought to be modified.
- 30. If this is a modification proceeding, all written agreements entered into between you and your former spouse at any time since the Order sought to be modified.

- ❑ 31. Complete answers to the interrogatories (written questions) we will provide you with.

**MANDATORY DISCLOSURE DUTY TO
SUPPLEMENT**

Pursuant to the Family Law Rules as stated by the Supreme Court of Florida, **YOU HAVE A CONTINUING DUTY TO SUPPLEMENT (UPDATE) THE DOCUMENTS PRODUCED, WHENEVER A MATERIAL CHANGE IN YOUR FINANCIAL STATUS OCCURS.**

This means you **MUST** provide us with any new documents you receive showing a material change in your finances. Copies of these documents **MUST** be produced to our office as soon as you receive them. If you have **ANY QUESTIONS** as to what constitutes a material change, call us immediately. Again, our Judge may impose sanctions on you and us if we do not comply on a timely basis.

CAROL LEE PEAKE
ATTORNEY AT LAW

Post Office Box 2164
Daytona Beach, FL 32115
Telephone: (386) 868-4039
Facsimile: (386) 267-3157
Email: cpeakeatty@gmail.com

DRAFT FAMILY LAW INTERROGATORIES

Please complete this Draft Family Law Interrogatories. While this document is not required to be served upon the other party, the other party has the right to request that you answer the following questions (and we have the right to ask the opposing party to answer the following questions). It has been our experience that normally such a request is made. If such a request is made, it is our obligation to furnish the other party with the answers to these questions within thirty (30) days. Accordingly, we would like for you complete this form so that we may have it prepared in anticipation of such a request. The information you provide us on this form will be placed in the Family Law Interrogatories which you will have to sign under oath attesting to the truthfulness of your answer and will be served upon the opposing party.

Please note, if this is a modification proceeding, ignore the time period reflected in the questions referenced below and provide answers based on the last three (3) years or since entry of the Final Judgment sought to be modified, whichever period of time is shorter.

**PLEASE SUBMIT YOUR ANSWERS DIRECTLY ON THIS FORM. IF MORE SPACE IS NEED,
PLEASE ATTACH YOUR ANSWER ON A SEPARATE PIECE OF PAPER AND INDICATE
SUCH ACTION ON THIS FORM.**

1. **BACKGROUND INFORMATION:**

a.) State your full legal name and any other name by which you have been known	
b.) State your present residence and telephone numbers	
c.) State your place and date of birth	

2. **EDUCATION:**

a.) List all business, commercial, and professional licenses that you have obtained		
<i>License #1</i>	<i>Licence #2</i>	<i>License #3</i>

b.) List all of your education including, but not limited to, vocational or specialized training, including the following:			
	<i>Education #1</i>	<i>Education #2</i>	<i>Education #3</i>
(1) name and address of each educational institution.			
(2) dates of attendance			
(3) degrees or certificates obtained or anticipated dates of same.			

3. **EMPLOYMENT:**

a.) For each place of your employment or self-employment during the last 3 years, state the following:			
	<i>Employment #1</i>	<i>Employment #2</i>	<i>Employment #3</i>
(1) name, address, and telephone number of your employer.			
(2) dates of employment.			
(3) job title and brief description of job duties.			
(4) starting and ending salaries.			

(5) name of your direct supervisor.			
(6) all benefits received, including, for example, health, life, and disability insurance; expense account; use of automobile or automobile expense reimbursement; reimbursement for travel, food, or lodging expenses; payment of dues in any clubs or associations; and pension or profit sharing plans.			

b.) Other than as an employee, if you have been engaged in or associated with any business, commercial, or professional activity within the last 3 years that was not detailed above, state for each such activity the following:

	Business #1	Business #2	Business #3
(1) name, address, and telephone number of each activity.			
(2) dates you were connected with such activity.			
(3) position title and brief description of activities.			
(4) starting and ending compensation.			
(5) name of all persons involved in the business, commercial, or professional activity with you.			

(6) all benefits and compensation received, including, for example, health, life, and disability insurance; expense account; use of automobile or automobile expense reimbursement; reimbursement for travel, food, or lodging expenses; payment of dues in any clubs or associations; and pension or profit sharing plans.			
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- c. If you have been unemployed at any time during the last 3 years, state the dates of unemployment. If you have not been employed at any time in the last 3 years, give the information requested above in question 3(a) for your last period of employment.

4. **ASSETS:**

- a. **Real Estate.** State the street address, if any, and if not, the legal description of all real property that you own or owned during the last 3 years. For each property, state the following:

	Real Estate #1	Real Estate #2	Real Estate #3
(1) the names and addresses of any other persons or entities holding any interest and their percentage of interest.			
(2) the purchase price, the cost of any improvements made since it was purchased, and the amount of any depreciation taken.			

(3) the fair market value on the date of your separation from your spouse.			
(4) the fair market value on the date of the filing of the petition for dissolution of marriage.			

- b. **Tangible Personal Property.** List all items of tangible personal property that are owned by you or in which you have had any interest during the last 3 years including, but not limited to, motor vehicles, tools, furniture, boats, jewelry, art objects or other collections, and collectibles whose fair market value exceeds \$100. For each item, state the following:

	Tangible Prop #1	Tangible Prop #2	Tangible Prop #3
(1) the percentage and type interest you hold			
(2) the names and addresses of any other persons or entities holding any interest.			
(3) the date you acquired your interest.			
(4) the purchase price.			
(5) the present fair market value.			
(6) the fair market value on the date of your separation from your spouse.			
(7) the fair market value on the date of the filing of the petition for dissolution of marriage.			

- c. **Intangible Personal Property.** Other than the financial accounts (checking, savings, money market, credit union accounts, retirement accounts, or other such cash management accounts) listed in the answers to interrogatories 4.d and 4.e below, list all items of intangible personal property that are owned by you or in which you have had any ownership interest (including closed accounts) within the last 3 years, including but not limited to, partnership and business interests (including good will), deferred compensation accounts unconnected with retirement, including but not limited to stock options, sick leave, and vacation pay, stocks, stock funds, mutual funds, bonds, bond funds, real estate investment trust, receivables, certificates of deposit, notes, mortgages, and debts owed to you by another entity or person. For each item, state the following:

	Intangible Prop #1	Intangible Prop #2	Intangible Prop #3
(1) the percentage and type interest you hold			
(2) the names and addresses of any other persons or entities holding any interest and the names and addresses of the persons and entities who are indebted to you.			
(3) the date you acquired your interest.			
(4) the purchase price, acquisition cost, or loaned amount.			
(5a) the present fair market value or the amounts you claim are owned by or owed to you			
(5b) the fair market value or the amounts you claim are owned by or owed to you on the date of your separation from your spouse.			

(5c) the fair market value or the amounts you claim are owned by or owed to you on the date of the filing of the petition for dissolution of marriage			
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- d. **Retirement Accounts:** List all information regarding each retirement account/plan, including but not limited to defined benefit plans, 401k, 403B, IRA accounts, pension plans, Florida Retirement System plans (FRS), Federal Government plans, money purchase plans, HR10 (Keogh) plans, profit sharing plans, annuities, employee savings plans, etc. that you have established and/or that have been established for you by you, your employer, or any previous employer. For each account, state the following:

	Retirement Acct #1	Retirement Acct #2	Retirement Acct #3
(1) the name and account number of each account/plan and where it is located.			
(2) the type of account/plan.			
(3) the name and address of the fiduciary plan administrator/service representative.			
(4a) the present fair market value of your interest in each account/plan			
(4b) the fair market value of your interest in each account/plan on the date of separation			

(4c) the fair market value of your interest in each account/plan on the date of filing of the petition for dissolution of marriage			
(5) whether you are vested or not vested; and if vested, in what amount, as of a certain date and the schedule of future vesting.			
(6) the date at which you became/become eligible to receive some funds in this account/plan.			
(7) monthly benefits of the account/plan if no fair market value is ascertained.			
(8) beneficiary(ies) and/or alternate payee(s).			

- e. **Financial Accounts.** For all financial accounts (checking, savings, money market, credit union accounts, or other such cash management accounts) listed in your Financial Affidavit, in which you have had any legal or equitable interest, regardless of whether the interest is or was held in your own name individually, in your name with another person, or in any other name, give the following:

	Financial Acct #1	Financial Acct #2	Financial Acct #3
(1) name and address of each institution.			
(2) name in which the account is or was maintained			
(3) account numbers.			

(4) name of each person authorized to make withdrawals from the accounts.			
(5) highest balance within each of the preceding 3 years.			
(6) lowest balance within each of the preceding 3 years.			

- f. **Closed Financial Accounts.** For all financial accounts (checking, savings, money market, credit union accounts, or other such cash management accounts) closed within the last 3 years, in which you have had any legal or equitable interest, regardless of whether the interest is or was held in your own name individually, in your name with another person, or in any other name, give the following:

	Closed Acct #1	Closed Acct #2	Closed Acct #3
(1) name and address of each institution.			
(2) name in which the account is or was maintained			
(3) account numbers.			
(4) name of each person authorized to make withdrawals from the accounts.			
(5) date account was closed			

g. **Trust.** For any interest in an estate, trust, insurance policy, or annuity, state the following:

(1) If you are the beneficiary of any estate, trust, insurance policy, or annuity, give for each one the following:

	Trust #1	Trust #2	Trust #3
a.) identification of the estate, trust, insurance policy, or annuity.			
b.) the nature, amount, and frequency of any distributions of benefits			
c.) the total value of the beneficiaries' interest in the benefit.			
d.) whether the benefit is vested or contingent.			

(2) If you have established any trust or are the trustee of a trust, state the following:

	Trust #1	Trust #2	Trust #3
a.) the date the trust was established			
b.) the names and addresses of the trustees			
c.) the names and addresses of the beneficiaries			
d.) the names and addresses of the persons or entities who possess the trust documents			
e.) each asset that is held in each trust, with its fair market value			

- h. **Canceled Life Insurance Policies.** For all policies of life insurance within the preceding 3 years that you no longer hold, own, or have any interest in, state the following:

	Canceled Policy #1	Canceled Policy #2	Canceled Policy #3
(1) name of company that issued the policy and policy number.			
(2) name, address, and telephone number of agent who issued the policy.			
(3) amount of coverage.			
(4) name of insured.			
(5) name of owner of policy.			
(6) name of beneficiaries.			
(7) premium amount.			
(8) date the policy was surrendered.			
(9) amount, if any, of monies distributed to the owner.			

- i. **Name of Accountant, Bookkeeper, or Records Keeper.** State the names, addresses, and telephone numbers of your accountant, bookkeeper, and any other persons who possess your financial records, and state which records each possesses.

	Person #1	Person #2	Person #3
Name			
Address			
Telephone number			

j. **Safe Deposit Boxes, Lock Boxes, Vaults, Etc.** For all safe deposit boxes, lock boxes, vaults, or similar types of depositories, state the following:

(1) The names and addresses of all banks, depositories, or other places where, at any time during the period beginning 3 years before the initiation of the action, until the date of your answering this interrogatory, you did any of the following:

- a.) had a safe deposit box, lock box, or vault.
- b.) were a signatory or co-signatory on a safe deposit box, lock box, or vault.
- c.) had access to a safe deposit box, lock box, or vault.
- d.) maintained property in a safe deposit box, lock box or vault.

	Bank/Institution #1	Bank/Institution #2	Bank/Institution #3
(1) Name and address of all banks, depositories, etc,			
(2) Box # or Identification #			
(3) Name and address of anyone who had access to, the keys or combination to such box			
(4) Any items removed from the box together with the present location and fair market value of each item			
(5) All items in any box and fair market value of each item			

5. **LIABILITIES:**

a. **Loans, Liabilities, Debts, and Other Obligations.** For all loans, liabilities, debts, and other obligations (*other than credit cards and charge accounts*) listed in your Financial Affidavit, indicate for each the following:

	Liability/Debt #1	Liability/Debt #2	Liability/Debt #3
(1) name and address of the creditor			

(2) name in which the obligation was incurred			
(3) loan or account number, if any.			
(4) nature of the security, if any.			
(5) payment schedule			
(6) present balance and current status of your payments			
(7) total amount of arrearage, if any.			
(8) balance on the date of your separation from your spouse			
(9) balance on the date of the filing of the petition for dissolution of marriage			

- b. **Credit Cards and Charge Accounts.** For all financial accounts (credit cards, charge accounts, or other such accounts) listed in your Financial Affidavit, in which you have had any legal or equitable interest, regardless of whether the interest is or was held in your own name individually, in your name with another person, or in any other name, give the following:

	Credit/Charge Acct #1	Credit/Charge Acct #2	Credit/Charge Acct #3
(1) name and address of the creditor			
(2) name in which the account is or was maintained.			
(3) names of each person authorized to sign on the accounts.			
(4) account numbers.			
(5) present balance and current status of your payments.			

(6) total amount of arrearage, if any.			
(7) balance on the date of your separation from your spouse.			
(8) balance on the date of the filing of the petition for dissolution of marriage.			
(9) highest and lowest balance within each of the preceding 3 years.			

- c. **Closed Credit Cards and Charge Accounts.** For all financial accounts (credit cards, charge accounts, or other such accounts) closed with no remaining balance, within the last 3 years, in which you have had any legal or equitable interest, regardless of whether the interest is or was held in your own name individually, in your name with another person, or in any other name, give the following:

	Credit/Charge Acct #1	Credit/Charge Acct #2	Credit/Charge Acct #3
(1) name and address of each creditor.			
(2) name in which the account is or was maintained.			
(3) account numbers.			
(4) names of each person authorized to sign on the accounts.			
(5) date the balance was paid off.			
(6) amount of final balance paid off.			

6. **MISCELLANEOUS:**

- a. If you are claiming an unequal distribution of marital property or enhancement or appreciation of nonmarital property, state the amount claimed and all facts upon which you rely in your claim.

- b. If you are claiming an asset or liability is nonmarital, list the asset or liability and all facts upon which you rely in your claim.

- c. If the mental or physical condition of a spouse or child is an issue, identify the person and state the name and address of all health care providers involved in the treatment of that person for said mental or physical condition.

- d. If custody of minor children is an issue, state why, and the facts that support your contention that you should be the primary residential parent or have sole parental responsibility of the child(ren).

7. **LONG FORM AFFIDAVIT:** If you filed the short form affidavit, Florida Family Law Rules of Procedure Form 12.902(b), and you were specifically requested in the Notice of Service of Standard Family Law Interrogatories to file the Long Form Affidavit, Form 12.902(c), you must do so within the time to serve the answers to these interrogatories

PARENTING PERFORMANCE AGREEMENT

Time sharing litigation can be emotionally traumatizing to parents and children alike. The behavior of parents before and after divorce has a great influence on the emotional adjustment of their child(ren). Pursuing a specific time sharing arrangement (particularly 40% or greater overnights) requires a strong commitment to being the best parent you can be. Although we cannot change what has happened in the past (and neither can you), we can provide guidance on being a good parent from this point forward.

Our goal is to obtain the best possible result in your case and protect your child(ren) in the process. We will be scheduling regular status conference meetings with you to discuss your compliance with this Agreement as it applies to your case. This is also an opportunity for you to focus on your parenting skills. Your love and devotion to your child(ren) is the greatest motivator of all.

Client Name: _____

Date: _____

I understand that pursuing a specific time sharing arrangement (particularly 40% or greater overnights) involves hard work and active participation on my part. I further understand there are no guarantees as to the legal results in my case. Based on my love for my child(ren), I will comply to the best of my abilities with the following terms:

1. I will place my child(ren)'s interests first:

- I will not pursue parenting time for financial gain (i.e., as a bargaining measure).
- I will consider, determine and act upon the needs of my child(ren) versus my needs and/or desires.

2. I will educate myself on parenting:

- I will take a parenting course.
- I will interact with other parents.
- I will read parenting books.
- I will learn about the developmental stages of my child(ren) and how they relate to my requested time sharing arrangement.

3. I will get to know my child(ren)'s teachers and caregivers:

- I will schedule parent-teacher conferences.
- I will check in periodically with the teachers (i.e., _____ times per month).
- I will volunteer for school events.

- I will have lunch with my child(ren) at school.
- I will schedule conferences with the school counselor.

4. I will know all the facts surrounding my child(ren):

- Who are my child(ren)'s friends?
- What are my child(ren)'s favorites-- i.e. foods, activities, television shows, colors, books, et cetera?
- What are my child(ren)'s clothes size(s)?
- Who are my child(ren)'s doctor and dentist?
- Who are my child(ren)'s teachers?
- What are my child(ren)'s daily activities?

5. I will prepare nutritious, home-cooked meals for my child(ren).

6. I will maintain a consistent routine for my child(ren) [i.e., a set time for meals, homework, bedtime, et cetera].

7. I will protect my child(ren) from the litigation:

- I will not discuss the case with my child(ren).
- I will not show my child(ren) any of the documents in this case.
- I will not discuss child support with my child(ren).
- I will not use my child(ren) as messenger(s), with either verbal or written messages, between myself and the other parent.
- I will not use my child(ren) as spies to report about the other parent.

8. Parenting time:

- I will consider my child(ren)'s age(s), the location of my child(ren)'s school, the other parent's residence, and my residence when requesting a specific time sharing arrangement.
- I will keep a journal, calendar or diary to record parenting dates and times, telephone contact and significant interactions with the other parent.
- I will honor the current time sharing arrangement.
- I will be consistent with my contact with my child(ren). I will not cancel parenting time unless there are extreme, compelling reasons.
- I will spend personal time with my child(ren); I will not rely heavily on babysitters, grandparents or other relatives unless I absolutely cannot care for our child(ren) [such as when I have to work].
- I will transfer my child(ren) to the other parent bathed and groomed, fed, with appropriate clothing and with medications, if applicable.
- I will return the clothing and personal items brought to my residence by the children.

- I will be reasonable when time sharing changes are required.
- I will offer the other parent extra time with my child(ren).
- I will accept extra time with my child(ren).
- I will be prompt for all pick-ups and deliveries of my child(ren).

9. I will encourage good feelings between my child(ren) and the other parent:

- I will help my child(ren) purchase cards and gifts for the other parent.
- I will tell my child(ren) how much the other parent loves them.
- I will help my child(ren) telephone the other parent regularly.
- I will not unreasonably restrict telephone contact between the child(ren) and the other parent.
- I will talk positively about any plans between my child(ren) and the other parent.

10. I will protect my child(ren) from negative behaviors:

- I will not speak negatively about the other parent or allow anyone else to speak negatively about the other parent in my child(ren)'s presence.
- I will not blog or write negatively about the other parent or discuss my case on MySpace or any other internet service. I will not allow my child(ren) to see any negative information that may be posted on the internet regarding the other parent.
- I will not allow the other parent to pull me into a negative confrontation in the presence of my child(ren).
- I will not excessively consume, or allow others to excessively consume, alcohol when my child(ren) are in my care.
- I will not consume, or allow others to consume, illicit drugs when my child(ren) are in my care.
- I will not allow my child(ren) to call anyone else "Mom" or "Dad."
- I will not plan alternate fun activities during the time I do not have my child(ren) in an attempt to discourage my child(ren)'s desire to spend time with the other parent.

11. The children's financial needs:

- I will be courteous and prompt regarding payment of child support.
- I will be courteous regarding receiving payment of child support.
- I will voluntarily contribute to payment of my child(ren)'s medical, dental, ocular and orthodontia bills.

12. I will keep the other parent duly informed:

- I will promptly (within a week of receipt) provide copies of records to the other parent [i.e., report cards, doctor's notes, school function notices, et cetera].
- If long distance, I will promptly provide photographs, drawings, et cetera, on a regular basis.

- I will keep the other parent informed (within 24 hours of any change), verbally and in writing, as to my current address and telephone number.

13. Miscellaneous:

- If assigned a parenting coordinator, I will use my best efforts to work cooperatively with the process.
- I will work towards presenting a unified front regarding major issues [with me and the other parent] [i.e., regarding discipline, upbringing, et cetera, of my child(ren)].
- I will not discuss any of my personal events on MySpace or any other internet service that may have a negative impact on my case [i.e., partying, bar hopping, careless driving, romantic interests, et cetera].
- I will not introduce my child(ren) to any new romantic interest until the child(ren) have adjusted to the separation and my new relationship is stable.
- I will not allow an unrelated adult to spend the night while my child(ren) are present.

I agree to comply with the foregoing terms to the best of my ability. I understand that failure to comply could hurt my court case and may serve as a basis for my attorney to withdraw as my counsel.

CLIENT'S SIGNATURE

DATE

CHILD CUSTODY INFORMATION

COMPLETE THE FOLLOWING ONLY IF CUSTODY OF THE CHILD(REN) IS AN ISSUE

Your home:

- Kind of home (apartment, mobile home, duplex, etc.), number of rooms, any problems with utilities, safety, etc.?
- Will your spouse say your home is not a proper place to raise your children? Why?
- Name all people who live in your home and state their relationship to you:
- Describe the neighborhood.
- How close are the children's schools, play areas, friends, etc.?

Spouse's home:

- Kind of home (apartment, mobile home, duplex, etc.), number of rooms, any problems with utilities, safety, etc.?
- Is that home not a proper place to raise your children? Why?
- Name all people who live in that home and state their relationship to your spouse.
- Describe the neighborhood:
- How close are the schools, play areas, children's friends.

Children's health:

- Describe any significant medical or psychological problems:
- State who usually takes the children to the doctor or counselor:
- Describe your involvement in your children's medical/counseling treatment and/or appointment:
- Describe your spouse's involvement in your children's medical/counseling treatment and/or appointment:
- If your children are currently taking any medication, state what and why:
- Describe any problems your children have with nerves, sleep, mood swings, school, peer relationships, learning disabilities, etc.:

If the children are school age:

- Grades at school:
- Attendance at school:
- Conduct at school:
- Describe any recent significant changes in grades, attendance or conduct at school:
- Describe your children's relationships with classmates and teachers:
- Describe your involvement in your children's school activities:

- Describe your spouse's involvement in your children's school activities:

Drugs and alcohol:

- If your spouse says that you or anyone in your household use drugs, prescription or non-prescription, or alcohol, tell us what your spouse would say about this (these) issue(s):
- If your spouse or anyone in your spouse's current household uses drugs, prescription or non-prescription, or alcohol, describe what you know:

Crime

- Have you or anyone in your household ever been arrested for anything other than routine traffic tickets? State who, when, why and what:
- Has your spouse or anyone in his/her household ever been arrested for anything other than routine traffic tickets? State who, when, why and what:

Mental and emotional:

- If your spouse says you or anyone in your household is emotionally unstable, state who and why:
- If anyone in your household has seen a psychologist or counselor for emotional or mental problems or receives any medication for emotional or mental problems or suffers from "flashbacks" from drug use, military experiences or other past stressful experiences, state who, when and the names of the counselors:
- If anyone in your spouse's household has seen a psychologist or counselor for emotional or mental problems or receives any medication for emotional or mental problems or suffers from "flashbacks" from drug use, military experiences or other past stressful experiences, state who, when and the names of the counselors:

Work and child care:

- Describe the current child care arrangement for your children:

- If your spouse has or wants custody, what is or would be the child care arrangement and would it be adequate?
- Hours you work:
- Where you work:
- Type of work you do:
- Spouse's work hours:
- Spouse's place of work:
- Type of work your spouse does:

Health:

- Your medical status and any medical problems:
- Your spouse's medical status and any medical problems:

Marriages:

- How many times have you been married and divorced?
- How many times has your spouse been married and divorced?
- List your children, other than the children involved in this proceeding, and state who has custody, how old the children are, and how they are doing:

- If you do not have custody, why not?
- List your spouse's children, other than the children involved in this proceeding, and state who has custody, how old the children are, and how they are doing:
- If the children involved in this proceeding are emotionally close to any step-siblings, explain:
- If the children involved in this proceeding are emotionally close to any relatives of either you or your spouse, explain:

Respective school districts:

- Yours:
- Your spouse's:

Any other cases pending regarding custody of the children:

- State and county where pending:
- When case was filed:
- Case number:
- Any orders already entered:
- Judge's name:

Discipline:

- Your beliefs and methods:

- Your spouse's beliefs and methods:

Religious activity of the children:

- With you:
- With your spouse:

Strengths and weaknesses as parents:

- You:
- Your Spouse:

If the children were asked in private by the Judge who they want to live with, what do you think they would say?

Anything else you think we should know: