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DOCUMENTS TO BE GATHERED OR PREPARED AND FURNISHED TO THIS
OFFICE IF APPLICABLE AND IF IN YOUR POSSESSION

- 1. REAL ESTATE DOCUMENTS**
 - * Real Estate Deeds
 - * Mortgage Statements
 - * Home Equity Lines
 - * Copies of any Appraisals
 - * Copies of real estate tax assessments

- 2. VEHICLES (AUTOMOBILES/ BOATS/ MOTOR HOMES/ TRAILERS/ ETC.)**
 - * Certificates of Title
 - * Copy of Registration
 - * Lease vehicle data
 - * Loan statement showing balance due

- 3. CREDIT/DEBT ACCOUNTS**
 - * Current Credit card statements
 - * 3-6 months of statements if expenditures are an issue

- 4. CHECKING ACCOUNT**
 - * Cancelled checks, bank statements and check registers for past three years
(gather and store in safe place, will request if needed)
 - * Copies of three months of statements on all accounts

- 5. SAVINGS ACCOUNT/ MONEY MARKET/ CERTIFICATES OF DEPOSIT**
 - * Copies of three months of savings, credit union account statements
 - * Copies of certificates of deposit

- 6. SECURITIES**
 - * Copies of original stock and bond certificates
 - * Brokerage house statements for places used in past 5 years

- 7. RETIREMENT PLANS**
 - * Pension plan and retirement plan documents and/or statements
 - * Profit sharing statements
 - * Keogh statements
 - * Annuities documents
 - * 401k or 403B plan statements
 - * IRA statements

8. TAX RETURNS

- * Local/ State and Federal returns for past three years
- * Gift tax returns, Federal Partnership returns,
- * W-2's and 1099's for last three years
- * Federal and State Corporate Tax returns

9. INCOME

- * Three months of pay stubs
- * Other income statements
- * Documents for any child support or spousal support received
- * Documents on any federal funds (SSI, SSD)
- * Data on any workers compensation received or pending
- * Most recent social security statement

10. LOANS

- * School Loans
- * Family Loans
- * Loans from Life insurance policies or retirement accounts

11. NET WORTH OR FINANCIAL STATEMENTS

- * Copies of any net worth or financial statements prepared in last 5 years

12. LIFE INSURANCE

- * All life insurance data
- * Copies of face sheet on policy
- * Copy of application
- * Statement on cash value
- * Data on premium due date and amount
- * Information on any loans against policy (when, amount, purpose)

13. MEDICAL INSURANCE

- * Full name and complete address of all companies
- * Policy and/or group number
- * Copy of health insurance card
- * Copy of prescription card
- * Statement showing costs of coverage for employee only/ employee and one dependent/ family plan

14. OTHER INSURANCE (gather and keep in safe place, will request when needed)

- * Homeowners policies
- * Automobile policies
- * Personal property insurance
- * Liability insurance

15. BUSINESS INTEREST

- * Partnership Agreements
- * Shareholder Agreements
- * Partnership and corporate tax returns
- * Articles of Incorporation

16. PREVIOUS MARRIAGE

- * Copy of final judgment and any agreements

17. WRITTEN AGREEMENTS

- * Anti-nuptial agreement
- * Pre-nuptial agreements
- * Agreements on support, property or any other issues

18. SAFE DEPOSIT BOX

- * Location and information
- * List of contents

19. INVENTORY OF PERSONAL PROPERTY

- * List household contents by room including garage, basement and attic
- * List of items in shed
- * List of any items in storage
- * List of items of value including jewelry, collectibles, etc.
- * Copies of any personal property appraisals
- * Photograph or videotape contents

20. PHOTOGRAPHS

- * Secure photographs in a safe, neutral place

21. LAWSUITS

- * Copies of all pleadings or judgments involving you or spouse during past 5 years
- * Copies of any previous filings between yourself and spouse to end marriage

22. EXTRA ORDINARY EXPENSES

- * List any upcoming extraordinary expenses, for example: tax liability, higher education, medical, dental, major home repairs, etc.

23. CHILDREN'S ASSETS

- * List all assets held by or on behalf of your children
- * List any trusts and income produced
- * Provide any tax returns filed on behalf of your children in the past three years

24. NARRATIVE/ DIARY OF MARRIGE (Please do if custody of child is at issue)

- * Detailed overview of marriage and life together
- * List all good and bad times/ good and bad behavior
- * Provide information on the roles played by each parent
- * Provide overview of how family functions, who has what responsibilities
- * Details on family functions
- * Details on any times you have been harmed
- * Details on when the children have been harmed
- * Details on when you have harmed

NOTE: Complete honesty and detail of all pertinent facts is essential for adequate representation.