
CHECKLIST OF RECORDS TO COLLECT WHEN CONTEMPLATING DIVORCE

PERSONAL INFORMATION AND DOCUMENTS

Your basic information

- Full name
- Date of birth
- Contact details (address, phone number and email address)

Spouse's basic information

- Full name
- Date of birth
- Contact details (address, phone number and email address)

Prenuptial agreement or postnuptial agreement (if any exist)

Divorce decrees and court orders from prior marriages

Information on where to serve your spouse with divorce documents (if applicable) (e.g., at your spouse's work or place of residence)

EMPLOYMENT AND INCOME INFORMATION

Employment contracts/agreements

Employment information for you and spouse, including:

- Employer's name, address and phone number
- Length of employment with employer
- Position/duties
- Base salary
- Bonus information
- Benefits

Income documents

- Individual income tax returns for the past 3-5 years (federal and state)
- Proof of your income and spouse's income (W-2 forms, 1099 forms, K-1 forms and most recent paystubs)
- Documentation for any secondary income received by either spouse (e.g., dividend income, rental income, capital gains, interest income, etc.)

PROPERTY

List of assets & debts: Make a list of all the assets and debts you are aware of.

Separate property documents (property acquired prior to marriage, gifts and inheritances):

- Account owned prior to marriage → Get statement reflecting balance of account prior to date of marriage
- Documentation of inheritance received by either spouse before or during marriage

Real estate records

- Deeds to all real property you own together or separately
- Mortgage statements
- Property tax records
- Closing statements
- Copies of appraisals
- Evidence of purchase funds

Financial accounts statements

- Bank accounts (checking and savings accounts)
- Retirement accounts
- Investment accounts
- Stocks/bonds/similar securities
- Crypto accounts
- Venmo/PayPal accounts

Vehicles

- Vehicle titles—to any jointly and separately owned vehicles (includes cars, boats, motorcycles, etc.)
- Loan statement (if applicable)
- Auto insurance policies

Personal property

- Make a list of personal property items:
- Documentation of purchase price and value (appraisals) of any major personal property items (e.g., coins, jewelry, gun collection, etc.)

Safe deposit box

- Location
- Inventory/list of contents

Business(es)

- Income tax returns for the past 3-5 years (federal and state)
- Partnership agreements
- Shareholder agreements
- Financial statements, balance sheets, profit and loss statements
- Business credit card statements
- Business bank account statements

Debts

- Credit card statements for all credit cards
- Documentation/statements for any other debts—medical bills, student loans, etc.

INSURANCE

Health insurance policies

Life insurance policies

Disability insurance policies

EVIDENCE GATHERING

- Videos/recordings
- Photos
- Letters
- Arrest records/incident reports

CHILDREN

- Full name(s) and date(s) of birth
- Documentation reflecting children's expenses:
 - School tuition
 - Extracurricular expenses

OTHER DOCUMENTATION

- Prepare marital history/story
 - In chronological order (date order), give the highlights of your marriage. Include the details on the "highlights/significant events" that occurred during the marriage. Examples of "highlights/ significant events" would include: List of the marital problems that led to divorce (e.g., alcohol or drug abuse, religious differences, infidelity, sexual incompatibility or domestic violence/ abuse)
- Login credentials
 - Write down login information for your joint accounts
 - Consider changing your passwords (e.g., Apple ID password, computer(s), cellphone(s), voicemail, financial accounts, etc.)
- Credit report
- Documentation of your living expenses (e.g., utility bills for properties)
- Wills
- Living trusts
- Powers of attorney