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INSTRUCTIONS FOR COMPLETING THE SCHEDULE OF ASSETS & DEBTS AND INCOME & EXPENSE DECLARATION FORMS

[PLEASE READ THIS CAREFULLY]

Please complete these forms to the best of your ability and bring them with you to your mediation conference.

Please complete the Schedule of Assets and Debts form first. The Schedule of Assets and Debts is a form that parties who are involved in a dissolution of marriage or legal separation are required by law to complete and exchange with each other prior to the entry of a Judgment. This form provides us with one point of reference for all of your assets and obligations. Therefore, please provide complete and detailed information, including account numbers and account balances, along with copies of the most recent statements from any bank, stock and/or mutual fund accounts. The information will be combined onto one Schedule of Assets & Debts. Therefore, only one form needs to be completed so long as it includes all assets and debts.

- With respect to item #2 (relating to household furniture, furnishings and appliances) and item #3 (relating to jewelry, antiques, art, and coin collections), it is not necessary for you to complete these items at this time.
- With respect to item 4 (relating to vehicles, boats, etc.), please list all leased and owned vehicles and obtain the Kelley Blue Book values (if applicable) – you can go to www.kbb.com
- With respect to item 10 (relating to life insurance), please list all life insurance policies *including term policies and the date the term ends*.
- With respect to item 16, please remember to list any frequent flyer miles, reward points and children's accounts (*if applicable*).

Income & Expense Declaration form. Each of you is required to complete an Income & Expense Declaration. Please complete pages 1, 2 and 4.

Client's Monthly Expense Statement form. Please complete the Client's Monthly Expense Statement form. This is a worksheet that will assist you with the expense section (page 3) of the Income and Expense Declaration. **If you are still living together**, please complete only one monthly expense form by providing an average of all expenses for the past 12 months. **If you are living separately**, please prepare your own monthly expense form. **When completed, please transfer the information onto page 3 of the Income and Expense Declaration.** Please also provide a copy of your last two years of income tax returns with W-2 statement(s) and/or 1099 form(s), if applicable, and copies of your pay stubs for the last 2 months (if applicable).