

VERY IMPORTANT
DOCUMENT REQUIREMENTS

The law requires mandatory disclosure of material early in a lawsuit. It's onerous but must be done.

A. Due by _____, you must provide us with the originals or legible copies of the following documentation & information. If you are providing copies please state why you cannot produce originals.

1. Correct names of the parties to the lawsuit;
2. Complete list of all witnesses. List must include full legal name, address, telephone number, and connection to the case.
3. Do not seek written statements without first consulting us but if you have any, provide them.

A witness statement is a written statement signed or otherwise adopted or approved in writing by the person making it.

4. Complete Income tax returns for the past two years with all schedules, attachments and amendments. If no return has been filed, the party's Form W-2, Form 1099, and Schedules K-1 for such years.
5. Your five most recent payroll stubs or equivalent if you do not have access to payroll stubs.

If this suit is a divorce or annulment:

6. For the past two years, all deed and lien information on any real property owned and all lease information on any real property leases.
7. For the past two years, all statements for any pension, retirement, profit-sharing plan, employee benefit plan, and individual retirement plan of either spouse.
8. For the past two years, all statements or policies for each life, casualty, liability, and health insurance.
9. For the past two years, all statements for accounts at financial institutions, whether in either spouse's name or both jointly, including banks, savings & loans, credit unions, and brokerage firms.

If child or spousal support is being requested, you must also provide us with copies of the following:

10. All information regarding all policies, statements, and summary descriptions of benefits for all medical and health insurance coverage that is or would be available for the child or your spouse.

B. The Financial Information Statement contained in this package must be completed and returned to McNamara Law Office. The **Inventory & Appraisal** worksheets must also be completed and returned to McNamara Law Office. *The deadlines for each of these documents can vary based on your case. Please ask us when they are due.*

You may provide this information several ways:

- Provide a flash drive with the information, spreadsheet, and documents;
- Upload the documents through a Dropbox link we give. Note: If you have not received this link please call us. You don't need a Dropbox account.
- Deliver hard copies to our office (NOTE: Hard copies increase cost because we must sort, scan and organize them.)

WARNING: The above includes material in your actual or constructive possession. Documents which you personally have in your possession are those under "actual possession." If your name is on the account, you have "constructive possession" or "control" and must exercise diligence in obtaining them. Although time-consuming, it is imperative that you exercise all means to obtain the material. If an institution or organization is unwilling to turn over material, please obtain a statement from the institution or organization confirming they are unwilling or unable to give you the material.

Please do not email the documents to our office in a piecemeal fashion as that increases the likelihood that they could be overlooked.

The more organized material is when we receive it, the more you save because we don't have to sort and organize it.

Do not write on disclosure material. Make separate notes and refer specifically the page.

We are always here to assist and answer questions. Please call us at (281) 358-3444.

Date

Signature