

INSTRUCTIONS TO CLIENT FOR PREPARATION OF FINANCIAL AFFIDAVIT

The preparation of this financial Affidavit is important, as it will be presented to the court. Please fill out this form carefully and in as much detail as possible. Estimates are permissible, but the amounts should be as realistic as possible.

If you contemplate changing your place of residence, your employment, or other living arrangements in the immediate future, estimate the expenses you will have after the change and indicate that this is an anticipated expenditure.

You may not be able to complete all items. Some of these are just suggested items. There also may be some items not suggested that you want to add. Please do so.

Keep in mind that the amounts should not be so great that they will shock the court. On the other hand, they should not be less than you realistically need to support yourself and any children who are living with you in a standard of living similar to that which you have enjoyed during the marriage.

When completed, this Financial Affidavit information will be reviewed either by myself or by paralegal personnel. Complete and return this information as soon as possible.

Review your checkbook for the past year or two, your bills, your charge accounts, and other financial records to provide us with an accurate picture of your expenditures and of the amount you need at the present time. Also keep these records separate so we can review them. You will need them later to prepare a trial expense book to document this financial affidavit.

Be sure that all amounts are prorated to a monthly basis. Please use the attached table to perform those calculations. This is important, as it is necessary that all expenses be set forth on a monthly basis so we can add them up to determine the average monthly expenditure.

These average monthly income and expenditure figures are to include only the following:

- a. Your income only
- b. Your expenses only (and those of any minor children who reside with you)
- c. Your assets (either individual or with your spouse)
- d. Your liabilities (either individually or with your spouse)

THEY SHOULD NOT INCLUDE

- e. Any income, expenses, assets, or liabilities that belong to your spouse separately from your own.

ALSO NOTE. If you pay for any of the listed expenses with your credit cards, you need to show that in the expenses and either adjust that amount or adjust the credit card payments. You do not want to have double entries for these amounts (for example, if you pay for clothes with your Sears card, you will either show the amount under clothes or on the Sears credit card, NOT BOTH.)