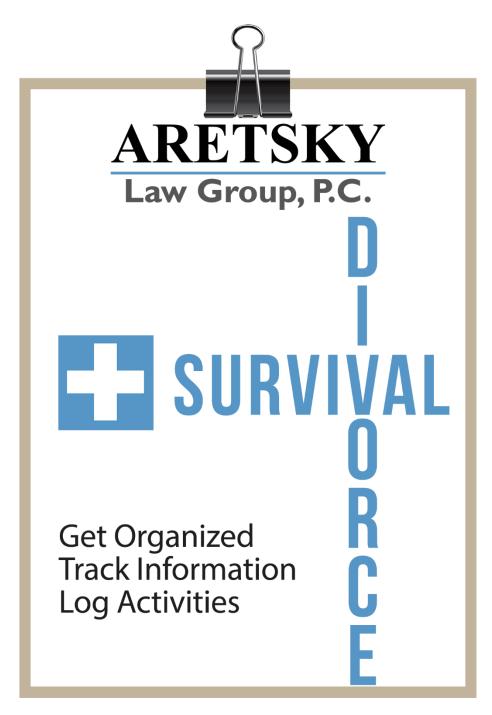


Divorce Survival Kit

Thank you for downloading our Divorce Survival Kit. We hope that it will help to keep you organized and allow you to easily track important information regarding your divorce. Please feel free to call us with any questions. We offer free consultations at our meeting locations across Northern and Central New Jersey.





Income & Asset Analysis

PERSONAL BENEFITS

	Husband Has: <i>YES NO</i>	Wife Has: <i>YES NO</i>	Notes:
401K Plan			
Automobile Expense			
Automobile Insurance			
Child Care			
Corporate Automobile			
Corporate Credit Card			
Dental Coverage			
Disability Insurance			
Education & Training			
Employee Loan Policy			
Expense Reimbursement			
Eye-Care Coverage			
Frequent Flier Benefits			
Health Club Membership			
Life Insurance			
Medical Coverage			
Profit Sharing			
Retirement Benefits			
Stock Options			
Vacation Benefits			
Vacation Compensation			



OTHER ASSETS

	Husband Has: YES NO	Wife Has: <i>YES NO</i>	Notes:
401K Plan			
Antiques			
Artwork			
Automobiles			- -
Baseball card collection			- -
Boats			
Bonds			
Business investments			
Campers			
Cash on Hand			
Certificates of Deposit			
Checking Accounts			
Christmas Clubs			
Coin collections			
Computers			
Condominiums			
Contingent Fees			
Credit card reward points			
Credit Union accounts			
Deferred commissions/benefits			
Frequent flier accounts			
Gold/Silver			
Gun collection			
Gym/Health Club Membership			
Hidden Cash			
Holding any mortgages			
Income tax refund			
Inheritances			
Intangibles (Trademarks, Patents, etc.)			
IRA accounts			
Keogh Plans			
Lawsuits (pending)			
Life Insurance (cash value)			
Loans			
Lottery winnings			
Money Market accounts			
Mutual Funds			
Non-existent employees			
Pension Plans			

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Profit Sharing Plans		
Real Estate		
Retainers on account with lawyers		
Retirement plans		
Safety Deposit Box		
Savings accounts		
Savings plans		
Scrap sales		
Season Tickets		
Securities		
Severance Pay		
Snowmobiles		
Social Security Payments		
Stamp Collection		
Stereo Equipment		
Stock Options		
Stocks		
Tax-Deferred Annuity Plans		
Time Share Units		
Tools		
Trailers		
Trusts – real estate, grantor, QTTP, etc.		
Unreimbursed business expenses		
Vacation Clubs		
Vault		
Workmen's Compensation Awards		



Child Care Checklist

Use this checklist to document those things you usually do for your child.

Hygiene	
☐ Baths	☐ Attending extra-curricular
☐ Brushing teeth/flossing	□ Parent/Teacher conferences
☐ Changing sheets	Reading to the child
☐ Child's bathroom cleaning	☐ Transportation to/from activities
☐ Child's room cleaning	☐ Transportation to/from school
☐ Cleaning hands and face	☐ Trips to library
☐ Cleaning up child after meals	☐ Trips to museum/culture-related
☐ Diaper changes/bathroom use	For all and Blook wine
☐ Dressing	Emotional Nurturing
☐ Hair combing/ styling	☐ Comforting
☐ Haircuts	Humor
☐ Laundry	Participating in child's interests
☐ Nail care	Rocking, soothing, holding
☐ Purchasing clothing & shoes	□ Self-esteem
	☐ Setting/enforcing rules & limits
Meals and Food	☐ Talks and advice
☐ Clean up	
☐ Feeding / Snacks	Health Care
☐ Packing lunches	☐ Taking child to appointments
☐ Planning & Preparation	☐ Scheduling appointments
☐ Shopping	☐ Giving/supervising medication
☐ Teaching child to cook	☐ Fostering boo-boos (cuts, stings)
	Calling healthcare providers The state of
Sleep	☐ Sunscreen/bug repellant application
☐ Bedtime rituals	☐ Bicycle helmet
☐ Morning wake-ups	
□ Naps	Entertainment and Play
☐ Nighttime wake-ups	Assisting child with pet care
	☐ Buying toys
Education	☐ Driving child to play dates
☐ After school arrangements	☐ Organizing toys
☐ Arts & crafts projects	☐ Party planning
☐ Attending school functions	☐ Planning family vacations
☐ Child care when home sick	☐ Playing sports with child
☐ Educational activities at home	☐ Playing with toys/games
☐ Driver education	☐ Purchasing gifts for the child
☐ Help with homework	☐ Supervising friends at home
	☐ Watching TV/DVD's with child

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Decisions Checklist:

DECISIONS REGARDING CHILDREN

Parenting Options

- Sole custody and decision making
- Join decision making but residence primarily with one parent
- Split residence and decision making
- Which decisions need mutual consent or discussion

Access / Visitation

- Weekdays
- Weekends
- Holidays and long weekends
- School recesses
- Summer vacations
- **Birthdays**
- Other special occasions
- Telephone calls
- Notice of changes
- **Grandparent visitation**

Geographic Restrictions

- Foreign travel
- Relocation with the children
- Access to Records
- Doctor, dentist, etc.
- Schools and teachers
- **Notifications**
- Address and phone numbers
- Illnesses and accidents
- Child whereabouts

SUPPORT DECISIONS

Child Support

- Amount
- Payment date
- Cost of living adjustments
- Amount of reduction upon emancipation

Definition of Emancipation

- Age
- College
- Marriage

- Living away from home
- **Employment**

Extra Expenses

- College or private school
- Child care
- Summer camp/activities
- Extracurricular activities
- **Tutoring**

Medical Expenses

- Insurance coverage
- Procedures for claims
- Uncovered expenses
- Elective procedures decisions (including orthodontia)
- Dental, prescription, eyeglasses, psychotherapy

Life Insurance

- **Amount**
- Duration
- Type
- Beneficiary
- Trustee for children

Spousal Maintenance (alimony)

- Amount and duration
- Cost of living adjustment
- Time of payment
- Health Insurance

EQUITABLE DISTRIBUTION

Real Estate

If selling

- Occupancy until sale
- Expenses until sale
- Mortgage & Taxes
- Utilities
- Insurance
- **Repairs**
- Timing of sale
 - o Age of children or graduation dates
 - Remarriage or cohabitation

- **Determination of selling** price
- Option to buy
- Expense of sale
- Division of proceeds
- Capital gains

If home retained by one party

- Who remains in home
- Valuation of home
- Division of value (lump sum/payments)

Business Interests

- Method of valuation
- Division of value (lump sum/payments)

Retirement Assets

- Method of valuation
- Division of value (lump sum/payments)

Division of Personal Property

- Bank accounts/liquid assets
- Stocks, bonds, tax shelters
- Stock options
- Cars
- Jewelry & collectibles
- Household furnishing
- Family photographs

OTHER ISSUES

Estate Waivers

Tax Returns

- Liability or refunds
- **Future filings**

Cost of Divorce

- Division of fees
- Forensic accounting fees
- Appraisal fees



Children's Expenses

For each expense, determine the yearly amount, then divide by 52 to reach weekly cost.

	WEEKLY COST
After-school day care	
Allowance	
Babysitting / Nanny	
Backpacks, bags, lunch boxes, etc.	
Band uniforms/costumes	
Birthday gifts	
Camp fees	
Camp supplies	
Cell phone costs (children)	
Clothing costs (children)	
Computer supplies (children)	
Dance competition fees	
Dance costumes	
Dance lessons	
Dance photos	
Dance supplies	
Daycare	
Donations requested by school	
Entertainment	
Extracurricular club membership fees	
Extracurricular club supplies	
Extracurricular photos	
Field trip expenses	
Gifts for children to take to parties	
Girl or Boy Scout fees	
Hobby costs	
Holiday gifts	
Internet access (children)	
Mileage for children transportation	
Music competition fees	
Music group photos	
Music/vocal lessons	
Musical instrument rental or payment	
Musical supplies	
Onetime expenses (yearbooks, school rings)	
Other group photos	
Other lesson or club fees	
Pet costs (children)	



School books	
School event fees	
School lunches	
School or day care registration fees	
School photos	
School supplies	
Scout photos	
Scout supplies	
Scout uniforms	
Sports fees	
Sports uniforms	
Telephone costs (children)	
Tuition	
Tutoring	
TOTAL	



Holiday Schedule / Parenting Time Request

HOLIDAY	TIME(Start/Stop)	EVERY YEAR	EVEN YEARS	ODD YEARS
M.L. King's Birthday (weekend)	/			
Lincoln's Birthday	/			
President's Day (weekend)	/			
Spring Break / February Vacation	/			
Spring Break / April Vacation	/			
Mother's Day	/			
Memorial Day (weekend)	/			
Father's Day	/			
July 4 th	/			
Labor Day (weekend)	/			
Columbus Day (weekend)	/			
Halloween	/			
Veteran's Day (weekend)	/			
Thanksgiving Day	/			
Thanksgiving weekend	/			
Winter Break (first half)	/			
Winter Break (second half)	/			
Child's Birthday	/			
Mother's Birthday	/			
Father's Birthday	/			
Summer Break	1			

F-Father M=Mother

ick-up and drop-off will be shared equally as follows:	
ther. (speeny)	
ther: (specify)	
ote: Holidays not specified above will be spent with the parent who normally has that time.	



Child Parenting Time Record

Drop-Off	;			Return Home	
Drop-On Date: Scheduled time: Actual time: On Time / Late (circle one) Items brought with child:			<i>S H</i> (0	Date: Scheduled time: Actual time: On Time / Late (circle one) tems returned with child:	
Comments					
	Acti	vities Discussed	l (in adv	vance)	
Homework			•	<u> </u>	
Extracurricular Activities					
Social Activities					
Medical Appointments					
Medication Needs					
Homework done	YES NO				
Activities attended	YES NO				
Dr. appointment attended					
Medicine taken	YES NO				
Discussions relating to chi physical, emotional issues		ducation,			
Future parenting time dates discussed:		:			
Post parenting time concerns:					



Documents and Information to Obtain:

Law Firm	Client's	
Client	Spouse	
		Information about any prior marriage – of either spouse, including a certified copy of the divorce decree
		Prenuptial agreement – or any other domestic agreement
		Marital history – outlining high and low points of the marriage including dates, times and locations to the best of your ability; each spouse's educational background, employability and the contribution of each party toward the value of the marital estate
		Children – names, dates and places of birth
		Case Information Statement – form to be provided by Aretsky & Aretsky
		Income tax returns – personal, corporate, partnerships, joint ventures, or other income tax returns, state and federal, including W-2's, 1099 and K-1 forms in your possession for the past 3 years
		Pay stubs – and proof of all other income since you last filed taxes
		Bank information – all monthly bank statements, registers, certificate of deposit, retirement accounts in your possession or control from any and all financial institutions
		Financial or loan applications – submitted to any bank, lending institutions, entity or any person over the past year
		Broker's statement and stocks – all statements of account from securities and commodities dealers
		Stock options – all records pertaining to stock options held in any corporation or other entity whether exercised or not
		Pension, profit sharing, deferred compensation and retirement plans – or any other kind of plan owned by you or any corporation in which you have been a part
		Wills and trust agreements – executed by you or in which you have a present or contingent interest in which you are named beneficiary, trustee, executor, or guardian
		Life insurance – or certificates of life insurance currently insuring your life
		General insurance – policies, including but not limited to annuities, health, accident, property, etc.
		Outstanding debts – documents reflecting all debts owed to you or by you, secured and unsecured, including personal loans and law suits now pending or previously filed in any court
		Accounts payable and receivable – ledgers in your possession and control that are personal and business related, together with all accounts and journals
		Cash receipt books – evidence of budgets, cash projections, and other financial documents in your possession
		Real property – all deeds, closing statements, tax bills, mortgages, appraisals, security agreements, leases and other evidence of any type of interest or ownership

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Law Firm Client	Client's Spouse	
		Sale and options agreements – on any real estate owned by you either individually, through another person or entity, jointly or as a trustee or guardian
		Personal property – documents, invoices, contracts and appraisals on all personal property, including furniture, equipment, antiques, collections, owned by you individually or jointly as trustee or guardian, or through any other person or entity during the term of your marriage together with the amount of any respective liens
		Motor vehicles – purchase orders, contracts, financing, agreements, invoices, appraisals, lease agreements, payment books and titles to all motor vehicles (not just automobiles, but airplanes, boats, or any other motor-operated vehicle)
		Corporate interests – all records indicating any kind of personal interest in any corporation (foreign or domestic) or any other entities not evidenced by certificates or other instrument
		Partnerships and joint venture agreements – to which you have been a part of during the term of the marriage
		Employment records – during the term of the marriage, showing evidence of wages, salaries, bonuses, commissions, raises, expense accounts, and other type of perquisites
		Fringe benefits – all records serving as evidence of any benefits available to you or your spouse from any business entity in which either of you have a legal or equitable ownership interest
		Gifts – all records pertaining to gifts of any kind made to you or by you to any person or entity, together with all records in connection with the transfer of personal property, by gift, or otherwise during the marriage
		Medical bills and receipts – prescriptions, evaluation reports, or diagnosis for psychiatric treatment over the past year
		Tapes and photos – all written memorandums, reports, and photographs submitted to you or your attorney by any other person; all tape recordings conducted by you or by another on your behalf
		Inventory of safe deposit boxes or storage units
		Recent credit report – of both you and your spouse
		Transponder unit information – from EZPASS or similar program