



CRAWLEY LAW

DOCUMENT COLLECTION FOR CUSTODY and MODIFICATION CASES

WHY THIS IS IMPORTANT

Oregon law requires both parties in a custody or modification proceeding to exchange documents related to your income and the children. There are significant legal penalties for failing to disclose these relevant documents.

We will be sending a formal request to the other party with a similar list of documents, and we fully anticipate receiving a reciprocal request from the opposing attorney/party. We find that the best opportunity to resolve your matter outside of a contested trial is when we can collect and provide these discovery documents quickly. This allows us to prepare a proposed settlement agreement efficiently.

It is important to note that many cases are won by the parties that are the most prepared and have done the most thorough job collecting these documents listed below. In anticipation of receiving such a request, we ask all of our clients to provide these documents to us well before we receive the formal demand from the opposing side. Once a formal request is made by the opposing attorney, we only have 30 days to respond. While the opposing side may request more documents than what is appearing on this list, providing these core items now makes the job of collecting those additional documents much easier because most of the work has already been done.

Please provide the following items within twenty-one (21) days of our office requesting these documents.

HOW TO PREPARE YOUR DOCUMENTS

Providing your documents in a clear, organized digital format is the most efficient and cost-effective way for us to handle your discovery. We recommend the following guidelines:

- **Delivery Methods:** Providing documents via thumb drives or sharing cloud folders (such as Google Drive, Dropbox, or OneDrive) with our office is ideal and is the most cost-effective method for your case.
- **Format:** Provide electronic copies in **.pdf format**. Please do not send screenshots or photos of documents.
- **Originals:** Please **do not** provide original documents. We only want electronic copies or photocopies.
- **Organization:** Group documents into folders or sections corresponding to the item numbers below.
- **Redaction:** You must black out (redact) Social Security Numbers, Driver's License numbers, and sensitive PINs.

Note: Do **not** redact substantive info (like spending at a casino) or the **last four digits** of account numbers.

- **Possession:** If a document is not in your control (e.g., your spouse has the tax returns), mark the box and let us know so we can request it from the other side.

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FAMILY LAW & ESTATE PLANNING

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CUSTODY and MODIFICATION DOCUMENT CHECKLIST

INCOME & TAXES

_____ 1. **Tax Returns.** All federal and state income tax returns filed by you and your spouse for the last **three (3) calendar years**, whether filed separately or jointly. Include all schedules, W-2's, 1099's, and any correspondence received from a taxing authority concerning these income tax returns.

_____ 2. **Year-to-Date Income.** All records showing any income earned or received from any source by you and your spouse for the *current* calendar year. This typically can be satisfied with monthly paystubs for the current year.

_____ 3. **Past Income Records.** All W-2 statements, year-end payroll statements, interest and dividend statements, and all other records of income earned or received by you and your spouse during the last tax year if income tax returns have not been filed for that year.

_____ 4. **Interest & Dividend Statements:** All statements reflecting interest or dividend income earned during the last tax year.

_____ 5. **Financial Statements.** Any net worth statements, balance sheets, or loan applications (including mortgage refinances) created in the last **two (2) years**.

_____ 6. **Financial Statements:** Any net worth statements, balance sheets, or statements of assets and liabilities prepared in the last 3 years.

_____ 7. **Loan Applications:** Any loan or credit line applications prepared by or for you within the last 3 years (including mortgage refinances).

INSURANCE POLICIES

Please include full declaration pages summarizing the policies (owner, insurer, policy number, benefit, premium, and beneficiaries).

_____ 8. **Health & Dental:** Copies of insurance cards and a full policy documentation.

_____ 9. **Auto Insurance:** Insurance cards for each vehicle and the most recent premium statements.

BANK & DEBTS

_____ 10. **Bank and Credit Union Accounts.** Monthly statements, canceled checks, and check registers for the last **two (2) years** for all accounts (checking, savings, CDs) you have had an interest in.

_____ 11. **Digital/Alternative Accounts:** Statements for the **two (2) years** months for PayPal, Venmo, Apple Pay, Google Pay, or Cryptocurrency wallets.

_____ 12. **Credit Cards & Debts:** Monthly statements for the **two (2) years** for every credit card you use or are authorized on. Include records of loans from family or friends.

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PART 2: CHILD-RELATED RECORDS (If Applicable)

Only complete this section if you have minor children.

CHILD RECORDS

_____ 13. **Parenting Time Logs:** Any calendars, logs, or personal journals you have kept regarding time spent with the children.

_____ 14. **DHS/Criminal Records:** Any documents from DHS, police reports, or criminal records involving the children or either parent.

_____ 15. **Expenses:** Documentation of any “uninsured” expenses (medical, school, sports) you are seeking reimbursement for.

HEALTH & EDUCATION

_____ 16. **Health/Dental Insurance:** Insurance cards, policy/group numbers, and a “Summary of Benefits” for any policy covering the children. (Provide proof of what the cost is for the children’s coverage.)

_____ 17. **School Records:** Report cards, attendance records, and disciplinary records for the last **three (3) academic years**.

_____ 18. **Special Needs:** Any IEPs, 504 plans, or evaluations for special education services.

_____ 19. **Medical/Mental Health:** Records of routine care, therapy notes, or specialized treatment (Speech, OT, PT) for the children from the last **two (2) years**.

PARENTING COMMUNICATIONS & EVIDENCE (ORS 107.137)

Please provide copies of any text messages, emails, or letters from the last 12 months (it is important that the date is apparent within the communication – please make sure there is a date), organized into the following categories:

_____ 20. **Facilitating Parenting Time:** Communications where you have offered or facilitated extra time for the other parent, or where you have tried to work together on a schedule.

_____ 21. **Hostile or Rude Communications:** Instances where the other parent is being demeaning, rude, or verbally abusive to you.

_____ 22. **Decision-Making & Conflict:** Discussions regarding school, medical care, or extracurriculars that show how you communicate (or struggle to communicate) as co-parents.

_____ 23. **Negative Impact on Children:** Any communications where the other parent speaks poorly of you to the children or involves them in the legal conflict.

_____ 40. **Safety & Conduct:** Messages involving substance use, threats of violence, or

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other behavior.

RESIDENTIAL & FAMILY PHOTOGRAPHS

We use these to show the court the children's environment and your bond with them.

_____ **24. Residence Photos (5-10 photos):**

- 2-3 photos of the children's bedroom(s) with beds made.
- 1-2 Backyard play area (showing the fence, if one exists).
- 1-2 photos of a nearby park where the children frequently play.

_____ **25. Family & Bond Photos (20-30 photos):**

- Photos of the children with siblings, yourself, and your extended family: grandparents, and aunts/uncles.
- Include a variety of photos since birth, but focus heavily on the **last 2 years**.
- Show “fun” activities (holidays, outings, hobbies).
- **Crucial:** Ensure you are physically in several of the pictures with the children. It is also important that I have the dates of the photos (even if only month and year), please make sure the titles of the photos have the date or the date is indicated on the picture itself.

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