CRAWLEY LAW

DOCUMENT COLLECTION FOR DISSOLUTION OF MARRIAGE

WHY THIS IS IMPORTANT

Oregon law requires both parties to a dissolution of marriage to exchange full financial information. There are significant legal penalties for failing to disclose assets, and a case can even be "reopened" if a party fails to disclose an asset.

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. We find that the best opportunity to resolve your matter outside of a contested trial is when we can collect and provide discovery 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.

DISSOLUTION DOCUMENT CHECKLIST

PART 1: MANDATORY FINANCIAL RECORDS (All Cases)

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 **three (3) 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. **Life Insurance:** Full declaration pages for all life insurance policies.

_____ 9. **Long-term Care Insurance:** Full copies of policies including the declaration pages.

_____ 10. **Disability Insurance:** Full copies of policies including the declaration pages.

_____ 11. **Health & Dental:** Copies of insurance cards and a full policy documentation.

_____ 12. **Auto Insurance:** Insurance cards for each vehicle and the most recent premium statements.

_____ 13. **Homeowner/Renter Insurance:** Full copies of policies and the most recent premium statements.

_____ 14. **Insurance Riders:** Any riders for collectibles, firearms, jewelry, or other high-

value items.

BANK & DEBTS

_____ 15. **Bank and Credit Union Accounts.** Monthly statements, canceled checks, and check registers for the last **three (3) years** for all accounts (checking, savings, CDs) you have had an interest in.

_____ 16. **Digital/Alternative Accounts:** Statements for the last 24 months for PayPal, Venmo, Apple Pay, Google Pay, or Cryptocurrency wallets.

_____ 17. **Credit Cards & Debts:** Monthly statements for the last 12 months for every credit card you use or are authorized on. Include records of loans from family or friends.

_____ 18. **Safe Deposit Boxes:** The name of the bank, box number, authorized signers, and a list of current contents.

ASSETS & PROPERTY

_____ 19. **Real Estate**: Deeds, mortgages, real estate contracts, and most recent property tax assessments for any land or homes owned. Provide current payoff figures.

_____ 20. **Vehicles**: Titles or registrations (showing VINs) for all cars, RVs, boats, or motorcycles. Provide the current payoff figure and lienholder information.

_____ 21. **Retirement/Pensions**: Most recent statements for 401(k)s, IRAs, PERS, Keogh plans, or deferred compensation. Include the "Summary Plan Description."

_____ 22. **Stocks & Investments**: Monthly/Quarterly statements for the last **three (3) years** for any brokerage accounts, mutual funds, or bonds.

_____ 23. **Business Interests**: Last **three (3) years** of business tax returns, annual financial statements, and any partnership or buy/sell agreements for businesses where you have an interest. Partnership, employment, buy/sell, or stock purchase agreements.

_____ 24. **Trusts & Estates:** Copies of any Will, Trust agreement, or inventory for an inheritance in which you have an interest.

PERSONAL RECORDS

_____ 25. **Appraisals**: Any appraisals for jewelry, antiques, or real estate done in the last **three (3)** years.

_____ 26. **Previous Marriages**: A copy of the final judgment/decree from any previous marriage for either you or your spouse.

_____ 27. **Legal Agreements**: Copies of any written agreements with your spouse concerning support or property (e.g., premarital agreements).

_____ 28. **Credit Report**: Free credit reports can be ordered online once each year from

www.AnnualCreditReport.Com. Be sure to go to the correct site and get a copy of the full, expanded report - not the abbreviated report.

PART 2: CHILD-RELATED RECORDS (If Applicable)

Only complete this section if you have minor children.

CHILD RECORDS

_____ 29. **Parenting Time Logs:** Any calendars, logs, or personal journals you have kept regarding time spent with the children.

_____ 30. **DHS/Criminal Records:** Any documents from DHS, police reports, or criminal records involving the children or either parent.

_____ 31. **Expenses:** Documentation of any "uninsured" expenses (medical, school, sports) you are seeking reimbursement for.

HEALTH & EDUCATION

_____ 32. **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.)

_____ 33. **School Records:** Report cards, attendance records, and disciplinary records for the last **three (3) academic years**.

_____ 34. **Special Needs:** Any IEPs, 504 plans, or evaluations for special education services.

_____ 35. **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:

_____ 36. **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.

_____ 37. **Hostile or Rude Communications:** Instances where the other parent is being demeaning, rude, or verbally abusive to you.

_____ 38. **Decision-Making & Conflict:** Discussions regarding school, medical care, or extracurriculars that show how you communicate (or struggle to communicate) as co-parents.

_____ 39. **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 other behavior.

RESIDENTIAL & FAMILY PHOTOGRAPHS

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

_____ 41. **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.

_____ 42. **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.