

Date: _____

DIVORCEmate Software Inc.

Checklist of Information for Family Law Files

Personal Information	Husband	Wife
Names		
Addresses		
Telephone Numbers		
Social Insurance Number (S.I.N.)		
Children - names, birth dates, custody		
Legal Counsel		
Law Clerk		
Secretary		
Firm Name		
Address		
Telephone Number		
FAX Number		
Driver's License Number		
Date of Marriage		
Date of Separation		
Name of Employers		
Addresses		
Telephone Numbers		
Current Annual Income		
Last Year's Income		
Expected Next Year's Income		

DIVORCEmate Software Inc.
Checklist of Information for Family Law Files

Description	Information Required	Date Information Obtained
Personal Financial Information	Form 69K Financial Statement	
	Other (Describe)	
Employment Information	Employment Contracts	
	Recent Pay Stubs	
	Description of employee benefits including the type of benefit, name of group plan insurer, value of benefit, ie. employer loans, share options, profit sharing, car lease, employee expense accounts, etc.	
Tax Returns and Related	Copies of personal tax returns for previous five years.	
	Copies of correspondence to and from Revenue Canada, including assessments, amendments and reassessments	
	RRSP Statement Contribution Room	
	Child Tax Benefit Notice	
	Other Documents	Will
Separation Agreement		
Passports		
Daily Planners		
Personal Budget Information past year / upcoming year		
Trust Agreements		
Net Worth forms completed in support of a credit application		
Excluded Property claims - details		
Disposal of Property 2 yrs - details		
Estate Planning Legal documents and descriptions		

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Description	Information Required	Date Information Obtained		
Personal Assets: 1. Cash	Bank Chequing/Savings Accounts Location(s) Account numbers	 		
	Statements and cancelled cheques for 5 years prior to V day	 		
	Term deposits, treasury bills and GICs Location and amount Copies of receipts	 		
	Safety deposit boxes, contents, locations	 		
	2. Securities	Listing of all stocks, bonds, debentures, warrants, options, etc., including #s, names, market values, price paid and location	 	
		Copies of broker's statements	 	
		3. Receivables	Listing of notes, loans and accounts receivable, showing name of debtor, date of maturity, interest rate, security, etc.	
			Copies of notes and loans	
	4. RRSPs and RPPs		Statement from trustees or plan administrators	
			Copy of pension plan description	
		Name of beneficiaries	 	

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5. Real Estate	Matrimonial Home:	
	Address (legal and street)	
	Date of purchase	
	Market value - V date	
	- Date of marriage	
	- Original cost	
	Appraisal reports	
	Other Property:	
	List of all owners and their share	
	Address(es) (legal and street)	
	Date of purchase	
	Market value - V date	
	- Date of marriage	
	- Original cost	
	Rental income/expense	
Appraisal reports		
6. Personal Property	Household furnishings	
	Jewellery	
	Art	
	Automobiles	
	Other _____	
	Copies of original invoices of purchase	
	Appraisal reports	
7. Business(es) Owned	(see Business Section information)	
	Name of business(es)	
	%age interest owned	
	Estimated market value	
8. Insurance Policies	Copies of insurance policies	
	Confirmation of cash surrender value	
	Statements from insurance company as to amount of insurance, beneficiary and premiums	
9. Contingent Assets	Details, description and value	
	Details of any income or capital interest in a trust or estate	

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Information and Documents Required	Date Information Obtained
Business(es):	
1. Financial statements for the 5 years prior to the valuation date of any company or business in which the client had an interest.	
2. Copies of monthly or interim statements throughout the 5 years period and since the most recent fiscal year end.	
3. Copies of corporate income tax returns, both federal and provincial, for the 5 years prior to the valuation date.	
4. Copies of all notices of assessment and reassessment for the 5 years prior to the valuation date, including amended returns.	
5. Detailed listing of all shareholders, showing # and class of shares held, date purchased and price paid.	
6. Description of the nature of the business, including locations, telephone numbers, incorporation date, goods and services sold, # of employees, key employees, major customers, major suppliers, major competitors, union name, family members working in the business, etc.	
7. Copies of organizational charts.	
8. Copies of Articles of Incorporation, by-laws, articles and amendments.	
9. Copies of minutes of all director and shareholder meetings.	
10. Copies of corporation share registers.	
11. Copies of shareholders' and management agreements.	
12. Analysis of management compensation for the 5 years prior to valuation date.	
13. Copies of company bank account statements, and cancelled cheques for the 5 years prior to the valuation date.	
14. Analysis of shareholders' loan accounts for the 5 years prior to the valuation date.	
15. Listing of all fixed assets owned by the business including cost, description, estimated market value and net book value.	
16. Copies of appraisal reports prepared over the past 5 years, related to specific assets or to the business as a whole.	
17. Copies of payroll records.	
18. Listing of accounts receivable.	
19. Listing of accounts payable.	
20. Listing of inventory.	
21. Copies of any Buy/Sell agreements.	

