

PROCEDURES FOR COMPLETION
OF CASE INFORMATION STATEMENTS

A blank Case Information Statement (commonly referred to as the “CIS”) is attached. Please fill in as much information as you can. The firm will use your “draft” CIS to prepare a final form in accordance with the Court Rules. You will be given a copy of the “final” CIS for your review and approval prior to the time it is filed with the Court, or shared with your spouse’s attorney.

The CIS is relied upon by the Court in determining lifestyle, alimony, equitable distribution and child support. Therefore, the CIS is **very important** and should be prepared with as much accuracy as possible.

If you have questions about the preparation of the CIS, or if you would like help in your preparation of the CIS, please contact the paralegal assigned to your case.

1. How Were Bills and Purchases Made During the Marriage?

Before you begin to complete the CIS, ask yourself this question: How did/does my family typically pay household expenses and make purchases? If your family generally paid bills and made purchases via checkbook(s), you will need to review the last twelve months of canceled checks and monthly statements for every bank account used and average your expenditures/expenses for the period.

If your family generally paid bills via credit cards, you will need to review the last twelve months of monthly statements for each credit card used and average your expenditures/purchases for that period.

If your family general used a combination of checks and credit cards to pay bills and make purchases then you will need to review both your canceled checks for every account and the credit card monthly statements for every credit card used for the last twelve months. If you cannot or do not want to review the above financial documents, you may give them to your attorney and the firm will review the documents and complete the CIS for you.

If you do not have access to household bills or the bank account records from which the bills were paid and cannot and cannot average the last 12-months expenses, please let your attorney know immediately.

(Note: if your expenses have changed significantly over the past year, we may ask that you review information from prior years in order to determine your marital life style expenditures.)

2. Marital Lifestyle Expenses and Current Lifestyle Expenses

Pages 10 through 17 of the CIS require each litigant seeking a divorce to complete the “Marital Lifestyle” expenses in the **LEFT COLUMN** based upon a 12-month average of the actual expense incurred/paid by you and/or your spouse for the entire family, including your spouse.

Note that the far right column asks for the expenses for you and your children. These expenses do *not* include your spouse. If you are able to segregate expenses or allocate them among family members, or if you no longer reside with your spouse and incur separate expenses, you may also complete the **RIGHT COLUMN**, to the best of your ability, based upon the expenses you currently incur on your own behalf and your child(ren’s) behalf. You may also be asked to complete the right column to include your future projected budget.

If you are involved in post-judgment litigation, ask your attorney how you should complete these pages of the CIS.

3. Documents That Must Be Provided When You Submit Your Draft CIS:

Your three (3) most recent paystubs;

A complete copy of your most recent federal and state tax returns;

Copies of the prior year W-2s, K-1s and 1099s;

Copies of bonus checks and commission checks, if applicable, along with your employer’s explanation/description of how bonuses and commissions are awarded;

Copies of your most recent retirement statements, as well as any benefit statements from your current employer;

If there have been any other actions in any court between you and the other party, please list these, including the name and address of the court, the docket number and the disposition of the case.

4. Documents You Will Need To Complete Your Draft CIS Accurately:

In addition to the information set forth above, please provide the following:

Copies of the most recent bank statements for each account;

Copies of the most recent investment statement for each account;

Copies of your most recent mortgage and home equity loan statements;

A copy of the most recent statement for each credit card on which you are carrying a balance (and do not pay off the entire amount monthly);

Documentation of any income you receive that is not from employment, indicating the year-to-date amount you have received (this would include interest and dividends; rents from properties you own; distributions from businesses in which you have an interest)

Other applicable financial information.

Filing a CIS with the Court is time sensitive.

Please provide a draft CIS to your attorney as soon as possible.

If you are interested in completing the Case Information Statement on your computer, please let us know. We can provide a Microsoft Word version of the CIS, that, when completed, can be imported into our CIS in our office.