

15TH JUDICIAL DISTRICT COURT

Plaintiff

Versus

DOCKET NO. _____

Defendant

PARISH, LOUISIANA

MANDATORY CHECKLIST FOR SPOUSAL SUPPORT MATTERS

(Note: must be completed and signed for submission to the Hearing Officer and Court for the establishment or modification of spousal support)

I **DECLARE** that I am a party in the above captioned matter and certify that the following information is true and correct to the best of my information, knowledge and belief.

- 1. Attached is my current of Income & Expenses Declaration Statement signed by me and Notarized, and my attorney (if represented) and I have reviewed it together. Yes/No
- 2. The claiming spouse and/or his/her counsel has listed thereon expenses attributable **solely** to the claiming spouse. Yes/No
- 3. This is a request for Interim Periodic Spousal Support Yes/No
- 4. This is a request for Final Periodic Spousal Support Yes/No
- 5. Is a demand for final periodic spousal support pending? Yes/No
- 6. If final periodic spousal support, has fault has been litigated? (The issue of fault should be resolved **BEFORE** the Hearing Officer Conference to set final spousal support.) Yes/No
- 7. Is the payor spouse presently paying any extraordinary community obligations or debts? Yes/No
- 8. If so, list the debts, the amount presently paying, and the balance on the debts.

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	\$		\$	
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	\$		\$	

Date

PLAINTIFF/DEFENDANT

ATTORNEY CERTIFICATION

I hereby certify that I obtained the above information from my client and that based upon the representations and documentation provided to me by my client this information is believed to be accurate. This certification is made to the Court for use in determining spousal support.

Date of Conference

Signed By Attorney for Plaintiff/Defendant

Bar Number

Date of Certification

Address

Telephone Number

PLEASE NOTE: YOU MUST DELIVER THE FOLLOWING DOCUMENTS TO THE HEARING OFFICER AT LEAST FIVE (5) DAYS PRIOR TO YOUR CONFERENCE:

- (a) Your last two (2) years state and federal income tax returns, including all attachments, specifically all schedules, W-2 forms, 1099 forms and amendments.
- (b) Your four (4) most recent paycheck stubs. In the event no pay check stubs are available, other appropriate documentation shall be attached such as your employer's sworn statement.
- (c) Proof of health insurance such as insurance cards or policies and the cost of the health insurance on the parties shall be attached.
- (f) A current Income and Expense Declaration Statement in compliance with Appendix 4 of the Local Court Rules is required.

PLEASE NOTE: If you are self-employed or employed by a closely held business entity in which you have an ownership interest, then ten (10) days prior to the Hearing Officer Conference you shall submit to the opposing party in accordance with La. R.S. 9:315.2 and/or 9:326, suitable documentation, which shall include but is not limited to the last three (3) personal and business state and federal income tax returns, including all attachments and all schedules, specifically Schedule K-1 and W-2 forms, 1099 forms, and amendments, the most recent profit and loss statements, balance sheets, financial statements and quarterly sales tax reports, and the previous twelve (12) months of personal and business bank account check registers, bank statements, canceled checks, receipts, expenses, and business credit card statements.