

# FAST FACTS

## Worksheet

**Save time** creating your divorce forms by knowing these facts **BEFORE** using *I-CAN!* These facts must be correct and up to date when you enter them in *I-CAN!* Some items may not relate to your case. You will **NOT** need to file these Worksheets with the court. If you cannot get some information about your spouse, leave it blank.

- Birth date of spouse** \_\_\_\_\_
- Address and phone number of spouse** \_\_\_\_\_
- Birth date(s) of minor child(ren)** you and your spouse have together (joint children) \_\_\_\_\_  
\_\_\_\_\_
- Names and Birth date(s) of non-joint minor child(ren)** you have or your spouse has \_\_\_\_\_  
\_\_\_\_\_
- Social Security Numbers** (if s/he has one) **for spouse and self** \_\_\_\_\_
- Social Security Numbers** (if they have them) of joint child(ren) \_\_\_\_\_  
\_\_\_\_\_
- Marriage date** \_\_\_\_\_ (month, day, year)
- Court Cases:** Are there any active court cases involving you and your spouse or the children you have together for: Legal Separation, Annulment, Divorce (other than the case you are starting now) Custody, Child Support, Paternity, Order for Protection, Harassment, Child Protection, Juvenile Delinquency, or foster care. If yes, write the Court File Number, the State and County where the case was filed, and the case type: \_\_\_\_\_  
\_\_\_\_\_
- Copies of Court Orders:** You must have a COPY of any court order for child support for your joint children. You must have a COPY of any Court Order (currently in effect) for Order for Protection or Harassment between you and your spouse or children. The copy of the court orders must be attached to the divorce papers you create – the copy will not be returned to you. If you do not have a copy, you must get a copy from the court where the case was filed. There is a fee for copies.
- Monthly costs for medical and dental insurance you pay.** \$\_\_\_\_\_. Contact your insurer or employer to get the cost you would have to pay per month for *single coverage* \$\_\_\_\_\_; *single plus spouse* \$\_\_\_\_\_; and *family coverage*. \$\_\_\_\_\_.
- Monthly costs for medical and dental insurance your spouse pays.** \$\_\_\_\_\_. Also, get the cost your spouse would pay per month for his/her current insurance for *single coverage* \$\_\_\_\_\_; *single plus spouse* \$\_\_\_\_\_; and *family coverage*. \$\_\_\_\_\_. If this information is not available to you, leave this blank.
- Monthly costs for child care** (due to parents' work or school) \_\_\_\_\_
- Public Assistance:** Monthly amount received by you, your spouse or your joint children as MFIP, General Assistance, Tribal TANF or SSI \$ \_\_\_\_\_

- Your GROSS monthly income from ALL sources** \$ \_\_\_\_\_ (see attached *Income Worksheet*)
- Your spouse's GROSS monthly income from ALL sources** \$ \_\_\_\_\_ (you can start your divorce without this information).
- Employer names and addresses** for you and your spouse: \_\_\_\_\_

- Household expenses** before separating and now: \_\_\_\_\_ see attached *Monthly Expenses Worksheet*
- Bank Accounts** (checking, savings, certificates of deposit, etc.) in your name, your spouse's name, and joint accounts.

Bank Name	Type of Account	Account # <small>last 4 digits only</small>	Balance	Name on Account

- Retirement Accounts** owned by your or your spouse (IRA, 401(k), 403(b), etc.) *Talk to a lawyer about how to divide retirement accounts.*

Bank/Company	Type of Account	Account # <small>last 4 digits only</small>	Balance	Name on Account

- Pension or Other Retirement Plans** owned by your or your spouse:  
 Employer/Union that provides the Plan(s): \_\_\_\_\_  
 Present Value of Plan(s): \_\_\_\_\_  
*Talk to the Plan Administrator(s) to get current information. Talk to a lawyer if you want to divide a retirement plan that is in one spouse's name alone. You may need a separate document called a Qualified Domestic Relations Order (QDRO).*

- All vehicles** (cars, motorcycles, snowmobile, ATV, boat, etc.) owned by you or your spouse jointly and separately.

Year/Make/Model	Name on Title	Market Value	Loan Balance	Monthly Payment

**Real Estate:** address, “legal description,” purchase price, and current market value of any real estate owned by you and your spouse together or separately (see the deed or call the county recorder’s office for the legal description. Do not use the tax statement description.) \_\_\_\_\_

**Mortgages:** Lender name and balance currently owed \_\_\_\_\_

**Manufactured Home:** address, purchase price, current value \_\_\_\_\_

**Debts** (credit cards, school loans, personal loans, etc.) in your name, spouse's name, and joint. Include all outstanding debt from before the marriage, during the marriage, and after separation.

Money owed to	Name(s) on debt	Date of debt	Balance owed	Monthly payment

## \* Your Important Decisions \*

Save time preparing your divorce forms by deciding what you want to ask the court **BEFORE** using I-CAN!. This is a good time to talk to a lawyer and get a legal opinion and/or advice on your case.

- What physical and legal custody arrangement will be in the children’s best interest? Who will make daily decisions about where the children live, and who will make decisions about the children’s education, medical care, and religious development?
- Do you want a specific parenting time schedule? What about holidays, birthdays, and vacations? Who will transport the children for parenting with each parent?
- Which health insurance will the children have?
- Do you and your spouse want to keep or change your legal names?
- Who gets which motor vehicles and bank accounts?
- How will you divide any retirement accounts?
- If you or your spouse has a retirement plan through an employer or union, contact the plan administrator for information on what to do once you are divorced.
- Who will be responsible for paying which debts?
- Do you (or does your spouse) need spousal maintenance? For what reasons and for how long?
- Who gets any real estate? How will you handle the mortgages? Should each spouse get a share of the equity?

- What personal property do you want, such as furniture, jewelry, electronics, photographs, family mementos, etc.?
- Other things you want to ask the court to order in your divorce?

## Monthly Expenses Worksheet

**NOTE: You do not have to fill in an amount for each category. This worksheet is just a guide to help you understand what is included monthly expenses on the forms. You only need to use the MONTHLY TOTAL amount in *I-CAN!***

Per MONTH	Before separation	After separation
Rent	\$	
Mortgage or Contract for Deed Payment and Real estate taxes		
Homeowner's Insurance		
Utilities (electricity, telephones, cable, water, garbage, etc.)		
Heat (gas)		
Food (groceries and school meals)		
Clothing		
Laundry and dry cleaning		
Medical and dental expenses		
Transportation (gas, bus, taxi, other)		
Car insurance and repairs		
Recreation, entertainment, dining out, travel, etc.		
Newspapers & magazines		
Social & faith-based obligations		
Personal Incidentals (toiletries, haircuts, etc.)		
Child care		
Home maintenance and repairs		
Children's school needs (uniforms, supplies, activities)		
Monthly debt payments:		
Other:		
Other:		
<b>MONTHLY TOTAL:</b>	<b>\$</b>	

# Income Worksheet

**NOTE: This worksheet is just a guide to help you understand what is included in gross monthly income on your divorce forms. You will need to enter income amounts into *I-CAN!***

	Per MONTH (before taxes)
Self-Employment <small>If you are self-employed, calculate your net monthly revenues as follows: (annual gross revenues) minus (annual ordinary &amp; necessary business expenses) divided by 12 = <b>Net Monthly Revenue</b></small>	\$
Income from all jobs	
Commissions from all jobs	
Unemployment benefits	
Social Security (SSDI or RSDI)	
Income from Investments or Rental Property	
Annuity payments	
Pension or Disability from work or military	
Worker's Compensation	
Court-ordered spousal maintenance you receive	
Other:	
Other:	
<b>Gross MONTHLY TOTAL:</b>	<b>\$</b>