

## **APPENDIX B - DOCUMENTS TO BE DISCLOSED WITHOUT FORMAL DISCOVERY REQUESTS**

1. In cases involving minor children:
  - a. Complete federal and state income tax returns for the immediate past filing year and three years prior, with all schedules, W-2 forms, 1099 forms, and other supporting documentation;
  - b. If received or likely to be received, a breakdown of overtime, commissions, and bonuses for the present year and past three years;
  - c. All documents verifying present gross income, as defined by R.C. 3119.01, and any employment contracts;
  - d. Proof of all health insurance policies in effect, or available through employment, and the marginal costs of health care insurance (i.e. cost of single coverage and cost of coverage to include children of marriage);
  - e. Proof of any child care costs, including cancelled checks and receipts, and proof of any child support paid by a party for any other child.
2. As to all assets of all parties, whether claimed as marital or separate property, documents relating to all of the following:
  - a. Real estate deeds, land contracts, options to purchase, leases, and timeshare documents, as well as any appraisals and financing/refinancing applications and notes regarding the same;
  - b. If real estate was owned prior to the marriage, proof of purchase price, down payment, fair market value and mortgage balance at time of marriage, present mortgage balance, cost of improvements during marriage;
  - c. Titles to all titled personal property, including but not limited to motor vehicles, boats, motors, trailers, campers, aircraft, ATVs, personal watercraft, and motorcycles;
  - d. For all financial or brokerage accounts, stocks, bonds, savings bonds or stock, stock options, mutual funds, or other investment vehicles, statements of account for the past one (1) year. If claimed as separate property, a complete investment and transaction history of each account or investment from date of marriage.
  - e. All life insurance policies, including proof of cash surrender value, history of loans against such policies, and present beneficiary designation for each policy;
  - f. Any pending or settled lawsuits or government claims (e.g., workers compensation, social security, etc.);
  - g. Trust documents if a party is a trustee, settlor, beneficiary, or party in interest;
  - h. Notes or accounts receivable and loans to others, and current balances and payment history;
  - i. The most recent statements on all retirement benefits, including but not limited to IRAs, 401(k)s, 403(b)s, SEPs, Keoghs, government pensions, and employer-provided pensions, as well as information of any loans against the same. If a portion is premarital, the value at date of marriage and, if defined contribution, the history of annual contributions to the same.
  - j. As to business interest of either party, all tax returns, with all schedules and financial statements, and other documents establishing the nature and extent of the business interest;
  - k. Itemization of household goods and furnishings with an opinion as to fair market value or an appraisal. Identify each item that is claimed as pre-marital or separate property and provide supporting documentation of that claim;
  - l. The present value of all other assets, including but not limited to judgment, airline miles, gift certificates, deferred compensations, unused vacation or sick pay that may be received in lump-sum, together with supporting documentation;
  - m. If a claim of dissipation of assets is made, all documents evidencing the claim.
  - n. If either party has transferred funds or property with value of \$500.00 or more to someone other than a spouse or creditor within the past year, all documents evidencing the transfer.
  - o. If there is a claim of separate property interests (premarital, inherited, or gifted), all documents substantiating such claims, as well as tracing documents for the interests.
3. As to all liabilities of the parties, whether individual, joint, or as co-maker, surety, or guarantor:
  - a. Balance due each creditor at time of filing the action;
  - b. Statements on all credit accounts for six (6) months prior to filing of action;
  - c. Proof of parties' liabilities at time of marriage;
  - d. Documents related to any liability affected by a party's bankruptcy filing.
4. Miscellaneous:
  - a. Prenuptial or antenuptial agreements of either party;
  - b. Any divorce decree, qualified domestic relations order, or other court order that enforces a present or future obligation on a party (including maintaining beneficiary designations);
  - c. If a claim for spousal support, proof of monthly expenses and other financial needs, including the cost of continued health insurance (COBRA).