

**INSTRUCTIONS FOR FINANCIAL AFFIDAVIT
AND CERTIFICATE OF COMPLIANCE**

Dear Client,

Thank you for retaining the McBath Law Firm. We look forward to assisting you resolve your legal issues as quickly as possible so that you can move forward with your life. In order to expedite the process, please complete the Family Law Financial Affidavit (short form if you earn less than \$50,000 per year, otherwise the long form) and the Certificate of Compliance with Mandatory Disclosure. You are being provided copies with both forms with this letter. **If you provide an email address, the forms will be emailed to you to complete on your computer for your convenience.**

Family Financial Affidavit:

All the numbers must be accurate on this form. Remember, that when you sign the document, you are swearing an oath that the numbers are true. If a number is an estimate, write "est." or "approx." next to the number. Also, don't forget that the Financial Affidavit is for monthly earnings/expenses, etc. So, to calculate your monthly income, if you are paid bi-weekly for example, multiply your gross income * 26 pay periods / 12 months. (Weekly = gross*52/12; Semi-Monthly = gross*24/12).

Certificate of Compliance with Mandatory Disclosure:

1. Please purchase **two** binders and **two** sets of A-Z tabs.
2. Please place a copy (not the original) of the documents requested directly behind the corresponding tab letter.
3. **DO NOT** Place check marks or make any mark where you are not providing any documents.
4. Place a document behind empty tabs stating "Section (whatever letter), no documents provided."
5. Remember tax returns means tax returns (only provide W-2s and 1099's if last years' tax return was not prepared, and only for last year); 3 months bank statements means statements, not a printout from your bank's website (same for credit card statements); all loan applications for the last 12 months (means applications, not a statement of the debt, although you might have to provide a statement if there is still a balance within the last 90 days). The form is somewhat self explanatory so long as you don't try and second guess what each request means.

While we are preparing your legal documents, please make sure you are working as hard completing those two forms and compiling all of the documents you must provide to the opposing party. In the next week or so you will be asked to come in and sign those two forms and also to sign the legal forms we are preparing for you, all witnessed by a Notary.

Again, I want to thank you for retaining the McBath Law firm.

Regards,

Donald L. McBath