

**Information & Instructions: Letter to the client requesting information about preparing the divorce decree**

1. The following form should be sent to the client so that the client can participate and be responsible for providing the correct information which the attorney needs to prepare the divorce decree.

**Form: Letter to client requesting information about preparing the divorce decree**

[Date]

[Client]

[Client Address]

Dear [Client Salutation]:

Per our discussion, I need you to furnish me with the necessary information that will form the basis of your divorce decree.

I cannot be responsible for an omission or error in description of your property. It is your sole responsibility to provide me with the complete and accurate list of your and your spouse's property.

I will need the following information for your divorce decree:

**Children**

The name of the party who will have primary custody (managing conservatorship) of the children, as well as any unusual possession rights for the possessory conservator.

**Child Support**

The amount of child support the possessory conservator will pay for the support of the children, and the name of the party who will provide insurance coverage for the children.

**Real Property**

A complete legal description containing the volume and page number where the deed is recorded, and the full name of the party who will receive the real property. Also, I will need the name of the mortgage company to whom payments on the real property are made.

**Vehicles**

The name of the party who will receive each vehicle, the vehicle identification number of each vehicle, and the name of the lien holder of each vehicle.

**Credit Cards/Debts**

The name of the party who will receive each credit card and each debt (such as loans, medical bills, etc.), and the debtor's name.

### **Personal Property**

The name of the party who will receive personal property other than that property already in the possession of each of you right now. Also, I will need the date and time for the exchange of any property, if any property will be exchanged or collected from the other party.

### **Bank Accounts/IRA's/CD's**

The name of the party who will receive each bank account, including the name of the financial institution, the account number, and the nature of the account.

### **Employment Benefits**

The division of employment benefits. Please provide if any benefits such as 401K plans, ESOP plans, pension plans, etc., will remain in the name of the contributor or will the plans be divided.

I can begin drafting the final decree of divorce as soon as I receive the above information. If you have any questions, please phone our office.

Very truly yours,

[Attorney's name]