

STANDING ORDER FOR PRODUCTION OF DOCUMENTS

At least five (5) days before any mediation, temporary or final hearing, whichever shall first occur, each party shall be required to serve the following documents to the other party in any proceeding for a request for temporary relief or permanent financial relief including, but not limited to, a request for child support, alimony, equitable division of property, attorney's fees or other financial payments and to file a certificate indicating the required documents were served on the other party, the date of service and the persons served:

1. Completed Domestic Relations Financial Affidavit as provided in the mandatory discovery provisions and pursuant to U.S.C.R. 24.2.
2. All federal and state income tax returns, gift tax returns and intangible and personal property tax returns filed by the party or on the party's behalf for the past three (3) years. All tax returns shall include all schedules filed with such return and any IRS forms W-2, 1099 and K-1 filed with such return.
3. IRS forms, W-2, 1099 and K-1 forms for any of the past three (3) years, if the income tax return for that year has not been filed. Also, if such income tax return has not been prepared, a year-ending pay stub received from the party's employer should be provided.
4. Pay stubs or other evidence of earned income for the twelve (12) months prior to the filing of the action, the date of the mediation or the date of the hearing, whichever is the latest date.
5. A statement by the producing party identifying the amount and source of all income received from all sources during the twelve (12) months preceding the filing of this action if same is not reflected on the pay stubs produced.

6. All loan applications and financial statements prepared or used within the three (3) years preceding the filing date of this action, whether used for the purpose of obtaining or attempting to obtain credit for any other purpose.
7. The most recent statement for any liquid fund assets, including, but not limited to, profit-sharing, 401(k), money market, stocks and securities, bonds, accounts, retirement and pension plans.
8. Corporate, partnership and trust tax returns for the last three (3) tax years, if the producing party has an interest in a corporation, partnership or trust greater than or equal to thirty (30%) percent.
9. All written pre-marital or marital agreements entered into at any time between the parties to this marriage, whether before or during the marriage.
10. Any court orders directing a party to pay or receive spousal or child support, even if received from a third party.
11. The last two (2) statements for any debts owed by either party.

In the event that a party contends that any of the above documents do not exist or are no longer in that party's possession, that party shall include a sworn statement specifically stating which items do not exist or are not in that party's possession.

Failure to comply with this order for production of documents shall subject the non-compliant party to sanctions including dismissal of his or her Rule Nisi and/or a fine of not less than \$150.00 and an award of attorney's fees to the opposing party.

Furthermore, each party is hereby notified that he or she shall retain all documents responsive to this order for production of documents received after the filing of this action. Destruction of any such documents shall be punishable as contempt of court.

I am aware that any materially false statement knowingly made herein by me with the intent to defraud or mislead shall subject me to the penalty for perjury and may be considered a fraud upon the court.

Signature Line (Party)

Printed Name

Address

Phone Number

CERTIFICATE OF SERVICE OF REQUIRED DOCUMENTS

I certify that the listed documents to be produced were served by: (check one only)

- _____ mail,
- _____ telefaxed and mailed, or
- _____ hand delivered to:

List specific documents produced:

Responsive Pleadings _____ Request to Produce _____
Financial Affidavit _____ Tax Returns (describe) _____
Other: _____

The _____ day of _____, 2005.

Party or their attorney if represented:

Name

Address

Telephone Number

Telefax Number