

THE ULTIMATE

TEXAS DIVORCE

CHECKLIST

PREPARING FOR DIVORCE



THE LAW OFFICE OF
CZ Chad Zubi
PLLC

GO INTO YOUR DIVORCE PREPARED

DIVORCE CHECKLIST

When faced with a life changing situation such as divorce, it is always best to be proactive and not reactive. This list is a great source to refer to when preparing for your Texas divorce.

DISCLAIMER

The Law Office of Chad Zubi, PLLC, has put together this list to help make the divorce process a little easier for you. Please remember that this is a general checklist and is not to be taken as legal advice nor reflects a client-attorney relationship, in any way.

CONTACT US

It is always best to consult with a family law attorney prior to making any big changes. The best way you can prepare yourself is by staying informed of your rights and aware of how the process works. 832-777-8924

HERE FOR YOU.

Each of us have either gone through a divorce, has been affected by divorce, or know someone who has gone through a divorce. Every now and then we come across that one case where both parties are okay in their decision to divorce, agree to everything, and are both ready to move on to the next phase in their lives. They've agreed upon assets, debt, child custody, child support, and all the other areas that need to be addressed. But in most cases, it's not an easy ride as so many feelings can arise: anger, guilt, frustration, fear, helplessness. A whole gauntlet of feelings can pour down and cloud your mind where you are unable to get a grasp on to what really needs to be focused upon. So, if you feel you have explored every option and divorce is the next step for you, The Law Office of Chad Zubi, PLLC, has put together a list to help the divorce process a little easier for you. Please remember that this is a general checklist and is not to be taken as legal advice nor reflects a client-attorney relationship, in any way.

Counseling

If both parties are willing and able to speak to a counselor, we always advise that you do so. Not just in the sense of trying to work out the marriage, but if the marriage is beyond repair and it is time to move forward, it is always a good to decision to start discussing child custody, visitations, expectations, and compromise. We understand not every couple is able to do this, but if you are, it could be very helpful.



Next, it's time to get your documents together. Here is a list of items for you to start gathering and collecting. Take these items and keep in a file. This can be a hard copy file or a secured digital file.

Initial Information

Step One:

- **Copy of Your Driver's License**
- **Social Security Number**
- **Full Names of All Children (if applicable)**
- **Social Security Numbers for All Children (if applicable)**
- **DOB's for all Children (if applicable)**

Your Driver's License No and State Issued:

Your Social Security No:

Full Name(s) of Child(ren), DOB's, and Social Security No's:

Document Checklist

Step Two:

- **Last 3 Years Federal Tax Returns**
- **Last 3 Years State Tax Returns**
- **Last 2 Years W2's**
- **Documentation of any tax liens (federal, state, property, etc)**
- **Any pertinent IRS related documents**
- **Create a list of all income and their sources.**

Step Three:

- **Obtain a copy of your most recent credit report** (this is something for you to refer to when collecting account information. You can also see if there has been any activity effecting your credit by your spouse. You can collect a free credit report at [freeannualcreditreport.com](https://www.annualcreditreport.com))

Document Checklist

Step Four:

- **Wills & Trusts, Power of Attorneys, Guardianship Docs, etc**

Step Five:

- **Create a list of all liabilities (including but not limited to mortgages, property taxes, credit cards, student loans, personal loans, etc.).**

List the Debts and notate the person's name attached to the deb to have as a visual. Note* Texas is a community property state, so even if the debt is in your soon to be ex's name, you could still be responsible for that debt.

Document Checklist

Step Five (cont):

Include when listing the debt:

Name & Entity, Address, and Telephone

Account Number

Amount Owed

Monthly Payment

Property Securing the Payment (if applicable)

Most recent statements

Account Status (closed, late, in collections, etc)

FOR REAL PROPERTY (homes, 2nd homes, vacation homes, land commercial property, time-shares, etc) include:

Name of Servicer/Mortgage Company

Account No's:

Address:

Phone No:

Current Est. Value:

Appraisals (if any):

Monthly Mortgage Note

Payoff Balance

If the property was gifted or inherited, include to documentation showing the recipient and how they obtained the property.

Document Checklist

Step Six:

AUTOMOBILES automobiles, recreational vehicles, boats, trailers, motorcycles (Not company vehicles)

YEAR

MAKE

MODEL

VIN No:

ESTIMATED BLUE BOOK VALUE:

If you are still paying on the vehicle, provide:

Name of Creditor

Address

Phone No

Account No

Balance Owed

Purchase Price of Vehicle

Names Listed on the Loan

If the vehicle was gifted, include the documentation showing to whom and how the property was acquired.

Document Checklist

Step Seven:

Bank Accounts, Savings Accounts, Retirement Accounts, 401ks, College Savings Accounts, etc)

For each account, list the following:

- Name of Institution
- Phone No:
- Address:
- Amount that was in the account on date of marriage
- Amount that is in the account currently
- Social Security Docs
- 401k Documents
- Pension Documents

If you took a loan out against any of these accounts, provide documentation showing the date the loan was taken out, the amount of the loan, the current balance of the loan, and terms of the loan.

Retirement Plans

- List the following and attach documentation
Name Of Plan, Address, Employer, Employee, Date the Contributions Began, Amount on the date of marriage, Current Amount.

If there is a loan taken out against any of these accounts, provide the same information as above.

Document Checklist

Step Eight:

Stocks, Bonds, and Securities (not previously listed)

Type

of shares owned

Certificate or Account Numbers

Date Acquired

Tax Basis

Current Value

Who is the owner?

Name of Exchange

All stock options plans and related documents

NOTES:

Accounts for Children:

Name of Institution

Address

Telephone No:

Beneficiary:

Account No:

Date Opened:

Amount Contributed before marriage (if applicable)

Amount Currently in the Account

Document Checklist

Step Nine:

INSURANCE

HEALTH, DENTAL, VISION

Name of Ins Co:

Policy No:

Name of Insured:

Amount of Monthly Premiums

LIFE, ANNUITIES

Name of Ins Co:

Policy No:

Name of Insured:

Type of Ins:

Amount of Monthly Payments:

Date of Issue:

Face Amount:

Value:

Designated Beneficiary:

Document Checklist

Step Ten:

Business Owned or Closely Held Business Interest:

Name of Business

Name of owner (your or your spouse)

Address:

Type of Business:

% of Ownership

Number of shares owned:

Current Value of Shares:

P&L (profit and loss) statements:

List of company assets

Loans against the business

Income Generating Side Businesses or Hobbies

Name of Business

Name of Business Owner

Address:

Type of Hobby/Side Business

Profit and Loss Statement

Provide any relevant documentation.

Document Checklist

Step Eleven:

Travel Awards/ Points, Credit Card Miles/Points

Owner & Value

Safe Deposits-

Owner & Value

Memberships:

Club, Gym, etc

Household Inventory

Furniture, Fixtures, Jewelry, Artwork, Antiques, Crystal, Collectibles, Sporting Goods, Electronics, Computers, etc. (List everything you possibly can in the home down to the silverware, curtains, and BBQ pit)

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We hope you found this resource helpful and that it gives you a starting point when beginning this journey.

As mentioned before, this is just a general list of items you should be including in your divorce preparation.

Our law office is standing by if you have any questions.

Visit ChadZubi.Com
or contact us at
832.777.8924