Instruction Sheet for FL-142. Schedule of Assets and Debts

NEATNESS DOES NOT MATTER- WE WILL BE REVIEWING AND RETYPING THE FORM PRIOR TO ITS FILING. IF YOU HAVE QUESTIONS OR WISH TO PROVIDE EXPLANATORY INFORMATION, PLEASE WRITE IT ON THE FORM OR ON AN ATTACHED SHEET.

General:

All assets and debts must be listed, whether they are community property or separate property. If you contend that an asset should be your separate property (i.e. was acquired prior to marriage, after separation, or during the marriage by gift or inheritance, or was transmuted to your separate property by virtue of an agreement with your spouse), indicate so in the "SEP PROP" column by marking a W for Wife's separate property or an H for Husband's separate property.

"DATE OF SEPARATION" as used in these Instructions means the "DATE OF SEPARATION" as indicated on your Petition or Response. If you are unsure of the date, please call us.

"DATE ACQUIRED" means the date you obtained ownership of the asset.

"CURRENT GROSS FAIR MARKET VALUE" means the current value you estimate an asset is worth.

"AMOUNT OF MONEY OWED OR ENCUMBRANCE" means the amount of the loan against the asset. For example, If you own a car worth \$12,000 and it carries a loan of \$5,000, you should indicate each of these in the appropriate column.

Category 1 Real Estate:

List the street address of each property owned. Attach a copy of the deed if you have it. Attach a copy of your latest mortgage statement and the mortgage statement from the date of separation. If you have a second mortgage or home equity line of credit, attach statements (current and date of separation) for these loans as well. Indicate the date

Category 2 Household Furniture, Furnishings, and Appliances:

If you and your spouse have already divided these items to your satisfaction, you will most likely not have to complete this section. If this is the case, just write "Already Divided" on the form. If we need to provide information as to the value of the items at a later date, we will let you know.

If your household items have not yet been divided, you will need to complete this section. You do not need to Itemize each chair, dish, blender, etc. What you should do is think first about any items that you brought into the marriage or that you purchased after separation that you want to make sure are confirmed to you as your separate property. Next, think about any items that might be particularly valuable, and list those. Then, think in terms of rooms. For example, "Master Bedroom Set" worth \$800 with a Joan balance of \$200 would be one line item. When estimating values, keep In mind that the court utilizes essentially "garage sale" values for household items, NOT REPLACEMENT VALUE. Therefore, a TV set that was purchased for \$400 five years ago would probably only be worth about \$20 (if that) today, even though It would cost you more than that to go and buy a TV set today. For this reason, it's often best to divide household items in kind rather than having one party "purchase" them from the other.

If you need extra space, use an attached page. If you're not sure whether to list an item, do so, and we'll talk later about whether it should be included.

Category 3 Jewelry, Antiques, Art, Coin Collections, Etc.

Generally, most people have only personal items of nominal value. If that is your case, just write that in this space. If you have investment jewelry items or antiques, art, or other collectibles worth more than approximately \$500, list them here. Generally, wedding jewelry (engagement and wedding rings) or jewelry given as gifts are the separate property of the person to whom they belong. If you have specific questions regarding items that should or should not be listed in this category, please write them in this space or on an attached sheet.

Category 4 Vehicles, Boats, Trailers:

List all vehicles of the indicated types in this space, along with year, make, model, and which party has possession of the vehicle. We will work together to "bluebook" or otherwise appraise these items. Attach copies of the title documents if you have them. If you owe money on any vehicle(s) listed, attach copies of the current and date of separation statements for each.

Categories 5, 6, and 7 Savings, Checking, and Credit Union Accounts:

List all accounts, whether held jointly or separately. If there is a joint account which only one party has been using since your separation, please indicate so. Please provide a current statement and a statement from your Date of Separation.

Category 8 Cash

Most people will have nominal cash on hand only. If there is a large sum of cash in a safe deposit box or other location, please provide the details.

Category 9 Tax Refund

If there is a dispute as to how a tax refund check should be allocated, please provide the details.

Category 10 Life Insurance with Cash Surrender or Loan Value

If either party holds a life insurance policy with a cash-out value (generally whole life policies only), please provide the requested information and attach a copy of the declaration page of the policy as well as your most recent policy statement. If you hold only term policies, please list them, but indicate that they are term policies.

Category 11 Stocks, Bonds, Secured Notes, Mutual Funds

List the requested information regarding any brokerage or investment accounts you and/or your spouse hold. Note that this does not include 401(k)s or IRAs, which are addressed in later categories. Most commonly, these are accounts like Schwab, Edward Jones, Wachovia, etc. Provide current and date of separation statements for each account.

Category 12 Retirement and Pensions

List the required Information for any retirement whether defined-contribution plans (like company administered 401(k)s) or defined-benefit plans (actual pensions, such as CalPERS, STRS, or private entity pensions). Provide summary plan documents, current statements, and date of separation statements. Also indicate when you commenced and ended credited service in any employer sponsored plan.

Category 13 Profit-Sharing, Annuities, IRAs, Deferred Compensation

Provide the requested information for all such plans held by you and/or your spouse. Attach current and date of separation statements. If you began contributing to any such plan prior to the date of your marriage, please indicate so on the form.

Category 14 Accounts Receivable and Unsecured Notes

Provide information regarding any money owed to you by third parties. Commonly this includes receivables related to business you or your spouse operate, or promissory notes for monies loaned by you and/or your spouse to a third party or entity. Attach copies of any promissory notes or other loan documents.

Category 15 Partnerships and Other Business Interests

List all business owned, whether partially or fully, by you and/or your spouse. Attach copies of your most recent K-1 and Schedule C forms from the last three years. If you maintain profit and loss statements, include the most recent yearly, quarterly, and monthly reports.

Category 16 Other Assets

List any other assets held by you and/or your spouse which do not fit into the categories set forth above.

Categories 17 and 18 Totals

We will complete this section for you.

Category 19 Student loans

Provide information regarding any student loans outstanding for you or your spouse. Include both a current and date of separation statement for all.

Category 20 Taxes

Provide information regarding any outstanding tax liabilities, whether state, federal, or local.

Category 21 Support Arrearages

Provide information regarding any past-due child or spousal support obligations. This should include only court-ordered support. However, if you do owe money on an informal support agreement, please let us know.

Category 22 Loans

Provide the requested information regarding any unsecured loans owed by you and/or your spouse. Information regarding home mortgages and car loans does not go here, but rather in the categories specifically addressing those items. Typically, these are loans made to you on a personal basis, whether by friends or family members or by financial institutions. Include copies of the loan documents, a current statement, and a date of separation statement.

Category 23 Credit Cards

Include account numbers and institution names for all credit cards held by you and/or your spouse, regardless of whose name is on the account. Provide statements for all from the date of separation and current statements.

Category 24 Other Debts

Provide information regarding any other monies owed by you and/or your spouse. Attach any related documentation.

Categories 25 and 26 Totals

We will complete these items for you.

IF YOU ARE IN DOUBT ABOUT WHETHER AN ITEM SHOULD BE LISTED, GO AHEAD AND LIST IT AND INCLUDE A NOTE AS TO WHAT YOUR CONCERNS ARE REGARDING THAT SPECIFIC ITEM. IF YOU ARE IN DOUBT ABOUT WHETHER TO PROVIDE SOME ITEM OF DOCUMENTATION, PLEASE GO AHEAD AND INCLUDE IT. IT IS EASIER FOR US AND CHEAPER FOR YOU IF WE HAVE "TOO MUCH" INFORMATION AND WEED OUT THE UNNECESSARY ITEMS RATHER THAN TO CALL YOU TO FOLLOW UP ON MISSING ITEMS OR INFORMATION. THANK YOU.