

rules, he or she will normally be required to pay sanctions and the attorney's fees occasioned by a failure to comply or by the need to continue the hearing.

### **2:8.2 Service of Documents**

In addition to serving the pleadings on the other party as required by California Law and Rules of court, any party requesting or opposing child support, spousal support, family support, or attorney's fees and costs, or seeking to modify an existing support order, must serve with the pleading copies of the following documents and be prepared to lodge proof of service with the courtroom clerk on the day of hearing.

1. The moving and responding parties must exchange:
  - a. A copy of all payroll statements and/or evidence of all self-employment income received for last 180 days
  - b. A copy of the last two individual federal income tax returns, including all schedules;
  - c. A copy of an income and expense statement and a profit and loss statement covering the preceding twelve months for any business operated by the party;
  - d. A copy of each statement issued by any financial or banking institution for any business or personal account maintained by the parties during the preceding 12 months;
  - e. A copy of each 1099, W-2 and K-1 received by the parties during the preceding two years.

2. If the party is employed by a subchapter S corporation, or a corporation wherein he or she is at least a 25% shareholder, then the party must additionally provide:
  - a. Copies of the two most current corporate federal income tax returns, including all schedules and attachments and;
  - b. Copies of all corporate bank statements for the preceding 12 months;
  - c. Copies of the most recent Profit and Loss and/or Balance Sheet statements for the corporation
3. The moving party must serve a copy of this rule on any unrepresented party.
4. Each party must take whatever steps are necessary to secure the documents listed above. Non-compliance and/or bad faith delays are not an option and will normally be sanctioned. If the documents are not immediately available, the party who cannot comply must prepare, serve and file a declaration of why the documents cannot be produced, what efforts are being made to obtain them, when they will be available and the identify and location of the individual who has the documents.

### ***2:8.3 Cases Initiated by Department of Child Support Services***

On matters initiated by the Department of Child Support Services, the parties must comply with § 2:8.2 except where the custodial parent is receiving welfare benefits in which case compliance will be at the court's discretion.