

## HOW TO COMPLETE A CASE INFORMATION STATEMENT

### ARMOUR LAW FIRM

The Case Information Statement (CIS) is a very important document that helps establish a person's life style for the purpose of determining multiple factors in a divorce, including alimony and child support. Personal and family finances such as income/partner's income, personal/joint life style expenses, and expenses of children are to be truthfully detailed on the form. Making sure this information is accurate is crucial because it is required to be certified as true, which means any misinformation whether intentional or unintentional will cause significant problems in the divorce process. It must be filed with the court no more than 20 days after the Answer or Appearance is filed.

All monthly expenses must be based on actual expenditures evidenced by bank statements, credit card statements, or checkbook registers from the past 2 years. Asset values must be taken from actual account statements or appraisals, and any estimates must be clearly marked.

#### **PART A – Case Information**

This section begins with basic information about the parties such as birthdays, names and birthdays of children, date of marriage, and date of complaint. The issues in the dispute are also discussed here, including cause of action, custody, parenting time alimony, child support, equitable distribution, and counsel fees.

#### **PART B – Miscellaneous Information**

This details the party's personal information such as address, employer, insurance, and history of family court actions concerning support, custody, or domestic violence.

#### **PART C – Income Information**

This section is to be completed in full for the party filing the CIS, but information on the other party should be added if known. Included are the last year's income, present earned income and expenses, current year-to-date earned income, as well as tax and other deductions. Additional compensation such as bonuses (including nonrecurring) should also be added. This information is crucial for the determination of spousal and/or child support.

#### **PART D – Monthly Expenses**

These expenses are broken down into two lists: Joint Life Style Family and Current Life Style Family (both including children). The first column must be filled out according to actual expenses and should reflect the standard of living established during the marriage, while the second column will be a reflection of the party's current lifestyle. The general categories include shelter, transportation, and personal, but each contains a very specific list so it is important to spend adequate time making sure the information is accurate.

## **PART E – Family Assets and Liabilities**

Like the monthly expenses section, Part E requires significant time and attention to ensure accuracy. The CIS first asks for assets by using the categories below:

- real property
- bank accounts and DC's
- vehicles
- tangible personal property
- stocks, bonds and securities
- pension, profit sharing, retirement plan(s)
- IRAs
- businesses, partnerships, professional practices
- life insurance
- loans receivable
- other

Each item must state who holds the title to the property (plaintiff, defendant, or joint), the date of purchase/acquisition, the dollar value, and the date of evaluation.

On the next page the statement of liabilities includes real estate mortgages, long term debts, revolving charges, short term debts, and contingent liabilities. This also asks who the responsible party is, the amount of the monthly payment, the total owed, and the date.

Everything in section E should be accurate, so it is important not to estimate amounts and instead talk to your attorney for advice on how to proceed.

## **PART F – Statement of Special Problems**

This allows the party a chance to share any significant issues involving the case. These can range from health issues to problems with asset valuation.

## **PART G – Required Attachments**

A helpful checklist is provided to ensure all necessary documents are included with the form. Relevant documents such as tax returns with W-2 forms, 1099s, and three most recent paystubs should be attached.

*If any financial circumstances change it is important to file an amended CIS detailing the new information. At Armour Law Firm we walk our clients through the initial completion of the form as well as any future amendments.*