

**THE STATE OF NEW HAMPSHIRE**  
**JUDICIAL BRANCH**  
<http://www.courts.state.nh.us>

**CHECKLIST AND COVER SHEET FOR RULE 1.25-A**  
**MANDATORY DISCLOSURE**

**FOR USE IN:**

- |                           |                                  |
|---------------------------|----------------------------------|
| • <i>Divorce</i>          | • <i>Annulment</i>               |
| • <i>Legal Separation</i> | • <i>Civil Union Dissolution</i> |

**HOW TO USE:**

- This is a checklist to help you comply with Rule 1.25-A. It is provided as general assistance.
- If you use this guide, it is still important that you refer to the actual rule for specific information. Rule 1.25-A can be found on the NH Judicial Branch website at [www.courts.state.nh.us/rules/family/fam-1.htm#1.25](http://www.courts.state.nh.us/rules/family/fam-1.htm#1.25) or you may pick up a copy of this rule at any Circuit Court location.
- You can also use this as a cover sheet when you send the information to the other party.
- Please do not file this checklist with the court unless ordered to do so.

**INSTRUCTIONS:**

Step 1 – Read Rule 1.25-A.

Step 2 – Collect the information listed in the rule. Check off each item on this checklist as you gather it.

Step 3 – Make a copy of the collected information and provide it to the other party. NOTE: If you have a restraining order or bail conditions which limit your contact with the other party, mail or deliver the documents to the court. The court will forward the documents to the other party on your behalf.

**NOTES:**

- Rule 1.25-A states: The parties may redact (cross out) all but the last four (4) digits of any account numbers and social security numbers that appear on any statements or documents.
- Rule 1.25-A states: The parties shall promptly supplement all disclosures as material changes occur while the action is pending.
- You must file the Financial Affidavit (NHJB-2065-FS) with the court.
- DO NOT file the rest of the documents listed in the rule unless ordered to do so.
- This document is provided as guidance only. See the full text of Rule 1.25-A for important information and requirements.

See other side for checklist

**CHECKLIST FOR RULE 1.25-A MANDATORY DISCLOSURE**

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**WHAT TO COMPLETE OR GATHER:**

- A current financial affidavit in the format required by family division rule 2.16, including the monthly expense form.
- The past three (3) years' personal and business federal and state income tax returns and partnership and corporate returns for any non-public entity in which either party has an interest, together with all tax return schedules, including but not limited to W-2s, 1099s, 1098s, K-1s, Schedule C, Schedule E and any other schedules filed with the IRS.
- The four (4) most recent pay stubs (or equivalent documentation) from each current employer, and the year-end pay stub (or equivalent documentation) for the calendar year that concluded prior to the filing of the action.
- For business owners or self-employed parties, all monthly, quarterly and year-to-date financial statements to include profit and loss, balance sheet and income statements for the year in which the action was filed; and all year-end financial statements for the calendar year that concluded prior to the filing of the action.
- Documentation confirming the cost and status of enrollment of employer provided medical and dental insurance coverage for:
  - i. The party,
  - ii. The party's spouse, and
  - iii. The party's dependent child(ren).
- For the twelve (12) months prior to the filing of the action, any credit, loan and/or mortgage applications, or other sworn statement of assets and/or liabilities, prepared by or on behalf of either party.
- For the twelve (12) months prior to the filing of the action, documentation related to employee benefits such as but not limited to stock options, retirement, pension, travel, housing, use of company car, mileage reimbursement, profit sharing, bonuses, commissions, membership dues, or any other payments to or on behalf of either party.
- For the twelve (12) months prior to the filing of the action, statements for all bank accounts held in the name of either party individually or jointly, or any business owned by either party, or in the name of another person for the benefit of the either party, or held by either party for the benefit of the parties' minor child(ren).
- For the twelve (12) months prior to the filing of the action, statements for all financial assets, including but not limited to all investment accounts, retirement accounts, securities, stocks, bonds, notes or obligations, certificates of deposit owned or held by either party or held by either party for the benefit of the parties' minor child(ren), 401K statements, individual retirement account (IRA) statements, and pension-plan statements.
- For the twelve (12) months prior to the filing of the action, any and all life insurance declaration pages, beneficiary designation forms and the most recent statements of cash, surrender and loan value.
- For the six (6) months prior to the filing of the action, statements for all credit cards held by either party, whether individually or jointly.
- Any written prenuptial or written postnuptial agreements signed by the parties.

Date provided to other party: \_\_\_\_\_

See other side for instructions