

TIPS FOR SUCCESS

ALLOCATION OF PARENTAL RESPONSIBILITIES

1. SWORN FINANCIAL STATEMENT **JDF 1111** and SUPPORTING SCHEDULES **JDF 1111SS** (each do your own)
 - On p. 2 & 3- List only the expenses you are currently paying for. If you are listing an expected expense, make a note that it is an estimated future expense. If you are listing an expense someone else is paying for right now, make a note stating that.
 - On p. 4 - List any debts that are **JOINTLY TITLED or TITLED ONLY IN YOUR NAME.**
EXAMPLE- if you have a credit card in your own name or if you know the other party has a credit card in his/her name the credit card(s) should be listed on your Sworn Financial Statement
 - On p. 4- If you have credit cards that are paid off each month, still list them in the chart. In the column marked "balance" you can note "paid in full each month"
 - On p. 5- list items **JOINTLY TITLED or TITLED ONLY IN YOUR NAME.**
EXAMPLE- if you have a bank account in your own name or if you know the other party has a bank account in his/her name the bank account(s) should be listed on your Sworn Financial Statement
 - On p. 6- If you have any assets in section F, G, H or I you **MUST** attach a **JDF 1111SS.**
 - If you put on p. 2 that you have a deduction from your paystub into a retirement or investment account, you must also list that account on **p. 6** and on the **JDF 1111SS.**
2. CERTIFICATE OF COMPLIANCE **JDF 1104** (each do your own)

You must provide documentation to the other party for every item you listed on your Sworn Financial Statement and Supporting Schedule. You must complete the sentence regarding "information not provided" for any Sworn Financial Statement or Supporting Schedule item without a corresponding box checked.

EXAMPLE- If you listed a bank account on your Sworn Financial Statement, you **MUST** give the other party a most recent statement and check the box next to "bank account". This form is to ensure that all individually titled accounts have been disclosed to each other. **DO NOT** leave all boxes blank and write a sentence stating that "all accounts are already divided" or "we agree not to exchange documents" - this will be **INCOMPLETE.**
3. PARENTING PLAN **JDF 1113** (one document signed by both parties if you have a full agreement)

* If you are trying to agree to a child support amount that is different from the worksheet result, you **MUST** use the lines provided in the child support section to explain why this amount is appropriate. A child support worksheet **MUST** be filed in all cases where there are minor children.
4. CHILD SUPPORT WORKSHEET (the court only needs 1 worksheet)
5. SUPPORT ORDER **JDF 1117**-Fill out through the chart where you list the children & then STOP!
6. ORDER FOR APR **JDF 1422**- ONLY complete the top caption and then STOP!