

## **Packet A Checklist**

### **Uncontested Divorce without Children (Petition - Simple)**

This is a detailed checklist of all the information that you will need to fill out this form packet. **Print this checklist** and gather the information **BEFORE** you begin to fill out the forms.

**Generally** you will need:

#### **Information about the people in the case.**

Each person's name, address, phone number, the county where they live, their phone number, and their social security number. If you have children you will also need each child's birthdate and social security number.

#### **Information about the issues in the case.**

A list and description of all of the property worth over \$250.00 that will be divided in your case. This list should include VIN numbers on cars, bank account numbers, and IRA and retirement account numbers.

A list and description of all of the **debt** that will be divided in your case. This list should include credit card debt, loans, and account numbers.

If you have **children** you will also need detailed information about how you are going to share custody of the children and how child support is going to be paid. For example, you will need to know where the children are going to live, and where they are going to spend weekends, birthdays, vacations and holidays. To calculate child support you will need to know how many days during the year the children will spend with each parent, each parent's gross monthly income, the cost of work-related child care and the cost of health insurance for the children.

## **Packet A Checklist**

### **To complete Packet A you will need:**

- Each parties name, address, county of residence, birth date, and social security number.
- The name of the county where you are filing your papers.
- To know which of you will be the Petitioner and which of you will be the Respondent.
- To know whether or not you or the other party have lived in New Mexico for the past six months.
- A list of all the property, worth over \$250.00, that you are keeping **and** a list of all the property, worth over \$250.00 that the other person is keeping. These lists should include cars, trucks, trailers, boats and any other motor vehicle and the vehicle identification number (VIN) for each vehicle.
- A list of the debts that you are keeping and a list of the debts that the other person is keeping.
- The last four numbers of all credit cards, bank accounts, and loan accounts.

- To know how you are going to file your tax return for this year. For example, how will you declare your income and deductions for this year? SEE AN ACCOUNTANT OR OTHER PROFESSIONAL about this if necessary.
- The name that the wife will take when the divorce is finalized.

If you are asking the court to waive the filing fee because you cannot afford it, you will also need to know:

- How many dependents you have, including yourself.
- Your employer's name and address, including city, state and zip code.
- What governmental aid you are receiving: (e.g., Food stamps/AFDC, SSI/ Disability, Unemployment, or VA benefits).
- Your total monthly income before taxes and deductions.
- Your monthly total monthly expenses including:
  - Rent/mortgage
  - Food/groceries
  - Child care
  - Car payments
  - Utilities/telephone
  - Medical bills
  - Other

### **Domestic Relations Information Sheet**

The information needed for this form is:

- Husband's name
- Husband's address, including city, state and zip code
- Husband's date of birth
- Husband's social security number
- Wife's name
- Wife's address, including city, state and zip code
- Wife's date of birth
- Wife's social security number

### **Application for Free Process**

If you are asking the court to waive the filing fee because you cannot afford it, you will

need:

Information for the case caption

- •Judicial District Number (The computer will have a listing for you to refer to. e.g. First for Santa Fe, Rio Arriba, Los Alamos counties or Second for Bernalillo county)
- County you are filing in
- Name of Petitioner (either Husband or Wife)
- Name of Respondent (either Husband or Wife)

Information for the form

- •To know the age of the Petitioner (the person who is filing the document, who can't afford the filing fee)
- Number of Dependents, including yourself
- Your employer's name
- Your employer's address, including city, state and zip code
- What governmental aid you are receiving: (e.g. Food stamps/ AFDC, SSI/ Disability, Unemployment, or VA benefits)
- Your total monthly income before taxes and deductions
- Your monthly expenses for:
  - Rent/ Mortgage
  - Food/ Groceries
  - Child Care
  - Car Payments
  - Utilities/ Telephone
  - Medical Bills
  - Other
  - Your total monthly expenses

Information for the signature block

- Your name
- Your address, including city, state and zip code
- Your telephone number

**Joint Petition for Divorce and Marital Settlement Agreement**

The information needed for this form is:

Information for the case caption and case filing

- Judicial District Number (The computer will have a listing for you to refer to. e.g. First for Santa Fe, Rio Arriba, Los Alamos counties or Second for Bernalillo county)
- County you are filing in
- Name of Petitioner (either Husband or Wife)
- Name of Respondent (either Husband or Wife)
- To know whether one or both of you have lived in New Mexico for the past six months

Information regarding property and debts

- List of all of property, that is worth over \$250, that Husband is keeping (including bank accounts, personal items, family collectibles)
- List of all of property that is worth over \$250 that Wife is keeping (including bank accounts, personal items, family collectibles)
- List of all debt that Husband will be keeping
- List of all debt that Wife will be keeping
- The last four numbers of each credit card, bank account, and loan account
- To know how you are going to file your tax return for this year, including how you are going to declare your income, withholding and deductions. SEE AN ACCOUNTANT OR OTHER PROFESSIONAL about this if necessary.

Information for the signature block

- Husband's name
- Husband's address, including city, state and zip code
- Husband's telephone number
- Wife's name
- Wife's address, including city, state and zip code
- Wife's telephone number

**Final Decree of Dissolution of Marriage**

The information needed for this form is:

Information for the case caption

- Judicial District Number (The computer will have a listing for you to refer to. e.g. First for Santa Fe, Rio Arriba, Los Alamos counties or Second for Bernalillo)

county)

- County you are filing in
- Name of Petitioner (either Husband or Wife)
- Name of Respondent (either Husband or Wife)

Information regarding change of name

- The name that Wife will take when the divorce is finalized

Information for the signature block

- Husband's name
- Husband's address, including city, state and zip code
- Husband's telephone number
- Wife's name
- Wife's address, including city, state and zip code
- Wife's telephone number