

Packet D Checklist

Uncontested Divorce without Children (Motion - Detailed)

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.

To complete Packet D you will need:

- Each party's name, address, county of residence, birth date, and social security number.
- To know the judicial district number and county where you filed your Petition for Divorce and your case number.
- To know whether or not you or the other party have lived in New Mexico for the past six months.
- To know who first filed papers with the court (who is the Petitioner).
- To know if the other party (the Respondent) filed a response with the court
- Information about your **property and debts**, including: If you and your spouse own (or owned) a house, lot or mobile home, you will need information about how you will divide the interest in the **house, lot or mobile home**. You will need to know the following information:
 - If you sold it, how did you divide the money from the sale?
 - If you are selling it,

- Will one of you stay in the house while it is being sold? If so, will you share expenses for the house (for example, for repairs)? If you share expenses, how will you share them?
 - How will you divide the money from the sale?
 - If one of you is keeping the house,
 - How will that person buy out the other person's interest?
 - How will that person get the other person off of the loan papers, if there is a loan?
 - A list of the motor vehicles (**cars, trucks, boats**, etc.) that each of you are keeping, including the vehicle identification number for each vehicle.
- A list of all the **property**, worth over \$250.00, that you are each keeping This list should include land, houses, retirement accounts, bank accounts, personal items, jewelry and art)
- A list of all **debt** that you are each keeping (including mortgages, loan payments, and credit card debt)
- The last four numbers of all credit cards, bank accounts, and loan accounts.
- To know if one person is going to receive **alimony** from the other person.
- 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? If one party is receiving alimony, how will it be handled for tax purposes? SEE AN ACCOUNTANT OR OTHER PROFESSIONAL about this if necessary.
- The name that the wife will take when the divorce is finalized.

Motion for Entry of Final Decree and Marital Settlement Agreement

To complete this form you will need:

Information for the case caption and case filing

- Judicial district number and county where you filed your Petition for Divorce and your case number.
- Name of Petitioner (as listed on original papers filed)
- Name of Respondent (as listed on original papers filed)
- To know who first filed papers with the court
- To know if the other party filed a response with the court
- To know whether one or both of you have lived in New Mexico for the past six months

Information regarding a house, mobile home or lot

- If you own (or owned) a house, lot or mobile home together with your spouse, you will need information about how you will divide the interest in the house, lot or mobile home. You will need the following information:
 - If you sold it, how you distributed the money from the sale.
 - If you are selling it,
 - How will you divide the money from the sale?
 - While the house is being sold, who will stay in the house and how will expenses be split?
 - If one of you is keeping the house,
 - How will that person buy out the other person's interest?
 - How will that person get the other person off of the loan papers, if there is a loan?

Information regarding automobiles

- List of automobiles that Husband is keeping, including VIN numbers
- List of automobiles that Wife is keeping, including VIN numbers

Information regarding property and debts

- List of all of property, that is worth over \$250, that Husband is keeping (including land, houses, retirement accounts, bank accounts, personal items, family collectibles)
- List of all of property that is worth over \$250 that Wife is keeping (including land, houses, retirement accounts, bank accounts, personal items, family collectibles)
- List of all debt that Husband will be keeping (including mortgages, credit card debt)
- List of all debt that Wife will be keeping (including mortgages, credit card debt)
- 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 regarding Alimony

- To know whether either party will receive alimony from the other.
- If alimony will be paid, to know how much will be paid and over what period of time.
- To know whether the person who pays alimony will deduct the payments on his/her income tax return and the person receiving it will include the payments on his/her income tax return

- To know if you will have a different tax plan for the alimony. 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

To complete this form you will need:

Information for the case caption

- Judicial district number and county where you filed your Petition for Divorce and your case number.
- 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