

THE LONG ISLAND CENTER FOR DIVORCE MEDIATION

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Documentation to Bring to Mediation Sessions:

1. past three years tax returns
2. representative pay stub
3. pension statement
4. current statement of home mortgage, including outstanding balance
5. Driver License and Health Insurance cards
6. Social Security numbers of children
7. any other financial statements that are relevant, including current credit card debts, tax liabilities, current checking and savings account statements.

DECISION LIST

2.2 Custody and Visitation				
2.2.1 Custody		Husband	Wife	
	Sole Custody			
	Joint Custody, residential custody with one			
	Joint Custody, residential custody with both			

2.2.2 Visitation:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Holiday	Years Ending in An Odd Number	Years Ending in An Even Number
January 1; 10:00 am to 6:00 pm		
January 1; 6:00 pm to morning of first day of school		
Martin Luther King, Jr. Day, 10:00 am to 7:00 pm		
Winter School Recess (including President's Day)		
Easter School Recess; from 6:00 pm on last day of school to 8:00 pm on the day preceding return to school.		
Easter Sunday:		
Mother's Day		
Memorial Day Weekend		
Father's Day		
July 4 th ; 10:00 am to July 5 th 10:00 am		
Labor Day weekend		
Columbus Day; 10:00 am to 7:00 pm		
Veterans Day; 10:00 am to 7:00 pm		
Thanksgiving Day; 10:00 am to 7:00 pm		
Friday following Thanksgiving Day		
Christmas School Recess: from 6:00 pm on last day of school to December 24, 6:00 pm		
Christmas Eve; 6:00 pm to Christmas Eve; 10:00 pm		
Christmas Eve; 10:00 pm to Christmas Day; 10:00 am		
Christmas Day; 10:00 am to December 26; 10:00 am		
December 26; 10:00 am to December 30; 6:00 pm		
December 31; 6:00 pm to January 1; 10:00 am		

2.2.2.4 Summer Vacation.

2.2.2.4 Birthdays.

2.2.5 Special Occasions.

2.2.2.6 Transportation of Children.

2.2.7 Geographic Restrictions.

3. Equitable Distribution:

3.1 List of Separate Assets and Liabilities.

	Husband	Wife

3.2 List of Marital Assets and Liabilities

Name of Asset/Liability	Market Value	Liability	Net Value	Title
1. Real Property and Equivalents:				
DownPayment:				
First Mortgage				
Second Mortgage				
2. Real Property and Equivalents:				
DownPayment:				
First Mortgage				
Second Mortgage				
The Deal:				

Pensions and Pension Equivalents Subject To ERISA:

<u>Titled to</u>	<u>Account</u>	<u>Approximate Value</u>	<u>Liability</u>	<u>To Husband</u>	<u>To Wife</u>

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IRA and Equivalents:

Titled to	Name of Asset/Liability	Market Value	Liability	Net Value	To Husband	To Wife

Other Financial and Cash Assets:

Titled to	Name of Asset/Liability	Market Value	Liability	Net Value	To Husband	To Wife

Professional Degrees and Licenses:

Businesses:

Automobiles and Boats:

Name of Automobile	Title	Book Value	Liability	Net Value	Monthly Payment	Transfer to
Insurance						

4.1.4 Other.

4.2 Child Support

Step 1: Calculate Child Support Standards Act income: See Schedule A

Step 2: Calculate Child Support Pursuant to Child Support Standards Act

Step 3: Child Support to Be Paid:

Step 4: Conforms or Deviates:

Step 5: (4.3.5): Adjustments:

Step 6 (4.3.6) Child Support Collection Unit Services:

Step 7: Employer Information:

Husband:

S/S #

Occupation: _____

Job Title: _____

Name of Employer:

Address of Employer:

How Long at present job?

Wife:

S/S #

Occupation: _____

Job Title: _____

Name of Employer:

Address of Employer:

How Long at present job?

Medical Insurance _____

Group Health Plan:

Address:

Identification Number:

Plan Administrator:

Type of Coverage: Medical

Medical Insurance _____

Group Health Plan:

Address:

Identification Number:

Plan Administrator:

Type of Coverage: Medical

Life Insurance _____; face amount: _____

Life Insurance _____; face amount: _____

Step 8: Legally Responsible Relative for Health Insurance.

Step 9: Other Expenses:

(4.3.3) Unreimbursed Medical and Dental Expenses.

(4.3.9a) Childcare Expenses.

(4.3.9b) Camp

(4.3.10.1) Extraordinary Expenses.

(4.3.10.2) College Expenses.

4.3.11 Life Insurance.

2.3.12 Other Expenses.

Step 10: Tax Deduction for Dependents:

5. Income Tax Issues:

6. Divorce or Separation:
