## INDEX

### A

About Divorce - Client Book, 45 Additional Agreement-Venereal Disease Treatment, 533 Affidavit as to Firearms, 982 Affidavit as to Military Service, 300 Affidavit for Garnishment, 983 Affidavit in Support of Attorney Fees, 609 Affidavit in Support of Motion to Require Drug Test, 487, 791 Affidavit in Support of Motion to Require Mental Examination, 792 Affidavit in Support of Motion to Require Psychological Examination, 488 Affidavit in Support of Pleading, 793 Affidavit of Attorney Fees and Expenses-Long Form, 610 Affidavit of Attorney Fees and Expenses-Short Form, 616 Affidavit of Custodian of Medical Records (client p/u), 617 Affidavit of Custodian of Student Records, 618 Agreement on Destruction of Digital Data 519 Agreement on Payment of Private School Tuition and College Expenses, 535 Amendment by Right, 236 Amendment by Stipulation, 237 Answer, 238 Answer and Countercomplaint Answer and Countercomplaint, 240 Answer for Incompetence, 243 Answer Pro Se, 245 Answering Instructions, 458 Anti Duress Affidavit, 164, 537

### B

Bank Records Subpoena Exhibit, 466

#### С

Case Charts, 5 Certificate of Service, 987 Certificate of Service and Attorney Conference, 985 Certificate of Service With Good Faith Effort to Consult, 986 Chart-Property Division & Alimony Factors, 619 Checklist-Attorney & Contractual Lien, 165 Checklist-End of Representation, 217 Checklist-Judgment Lien, 166 Checklist-Motion, 794 Checklist-Receptionist, 6 Checklist-Uncontested Divorce Hearing, 621 Clerk Assignment Sheet, 8 Clerk Time Sheet, 7 Client Card, 221 Client Contract (LR), 171 Client Intake Form, 12 Client's Order to Attorney to Act Against Advice of Attorney, 168 College Provision, 538 Combined Discovery-Marital Balance Sheet, 312 Complaint - Irreconcilable Differences with Children, 262 Complaint for Divorce-Complex, 246 Complaint -Irreconcilable Differences and Inappropriate Marital Conduct, 259 Complaint-Irreconcilable Differences, 265 Complaint-Irreconcilable Differences and Inappropriate Marital Conduct with Children, 255 Computer Bag Checklist, 622 Conditional Deed of Gift, 1077 Confidentiality Statement, 15 Conflict Checks, 9 Conflict Protocol, 10 Conflict Sheet, 11

Consent Order (Universal Form), 891 Consent Order Allowing Counsel to Withdraw, 920 Consent Order Appointing Guardian Ad Litem, 896 Consent Order Changing Parenting, 892 Consent Order Compelling Discovery, 473, 893 Consent Order Extending Time to Respond to Discovery, 474, 894 Consent Order for Enrollment of Final Decree of Divorce, 895 Consent Order for Psychological Examination, 489 Consent Order Modifying the Previous Order of This Court, 901 Consent Order of Protection, 268, 902 Consent Order on Psychological Examination, 905 Consent Order on Sale of Property, 906 Consent Order Protecting Documents, 475, 911 Consent Order Referring Case to Mediation. 592, 904, 913 Consent Order Sealing Entire Record, 915 Consent Order Setting Specific Visitation, 908 Consent Order Substituting Counsel and Noting Attorney Lien, 170, 316 Consent Order Suggesting Diminution of the Record, 918 Consent Order Transferring Case, 919 Contested Trial Schedule, 623 Contract for Employment - Associate, 16 Contract for Employment - Bookkeeper, 18 Contract for Employment - Clerk, 20 Contract for Employment - Data Supervisor, 21 Contract for Employment - Paralegal, 22 Contract for Employment - Receptionist, 23 Contract for Employment-Temporary, 25 Contract Resignation Agreement, 26 Contract-Other Provisions, 175

Contract-Prenuptial, Post Nuptial or Reconciliation Agreement, 177 Contract-Pro Bono, 181 Cost Assessment Sheet, 626 Cross Examination Starter, 627

## D

Default Judgment Affidavit, 270, 628 Deposition Checklist, 389 Deposition Index Outline, 390 Deposition Instructions for Client, 392 Deposition Notebook Cover, 401 Deposition Packet, 402 **Deposition Question-Expert**, 445 Deposition Questions with Pocket Questions etc, 409 Depositions Questions-Medical, 454 Direct and Lie List, 630 Direct Examination on Parenting, 631 Direct Examination Outline-All Issues, 638 Divorce Data, 222 Divorce Incident Report, 224 Divorce Worksheet, 225

## Е

Email - Client Changes, 185 Email - Potential Client, 188 Email-Client Copy, 186 Email-Client-Digital Copies Only, 187 Email-Client-Discovery Follow Up, 523 Email-Discovery to Client, 524 Equity Maxims, 662 Ex Parte Order of Protection, 272, 924

## F

File Release to Client, 190
Final Decree of Divorce-Complex, 735
Final Decree of Divorce-Inappropriate Marital Conduct, 747
Final Decree of Divorce-Inappropriate Marital Conduct with Children, 749
Final Decree of Divorce-Irreconcilable Differences - Children, 760 Final Decree of Divorce-Irreconcilable
Differences No Children, 770
Final Decree of Divorce-Irreconcilable
Differences-Children and Real Estate, 754
Final Decree of Divorce-Irreconcilable
Differences-No Child and Real Estate, 767

### Η

HIPAA Release, 227

## I

Income-18 Months-Subpoena Exhibit, 459, 667
Informed Consent to Conflict of Interest, 191
Injunction, 273, 847
Instruction for Witness, 670
Interrogatories and Request for Production-Child Support Only, 318
Interrogatories-Blank-Use with Bank, 499
Interrogatory Bank, 493
Irrevocable Education Trust, 539

### L

Law Clerk Ad, 27 Law Clerk Job Notice, 28 Letter - Opposing Party-Filed Document, 1056 Letter- About Divorce Packet, 993 Letter-Applicants for Receptionist Position, 994 Letter-Calendar Enclosed, 995 Letter-Client- Marital Dissolution Agreement-Careful Consideration, 1020 Letter-Client- Marital Dissolution Agreement-Execution by Parties, 1023 Letter-Client-Court Setting, 1004 Letter-Client-Court Setting, Contested, 999 Letter-Client-Court Setting, Contested, Instructions, 996 Letter-Client-Court Setting, Grounds, 1002 Letter-Client-Court Setting, Irreconcilable Differences, 1003

Letter-Client-Deposition Setting & Instructions, 1005 Letter-Client-End of Case, 1006 Letter-Client-End Tax Letter, 1015 Letter-Client-Escrow Replenishment, 1016 Letter-Client-Filed Discovery, 1017 Letter-Client-Filed Document, 1018 Letter-Client-Follow Up to Happy Client, 1019 Letter-Client-Marital Dissolution Agreement-Don't Sign, 1021 Letter-Client-Marital Dissolution Agreement-Execute & Return, 1022 Letter-Client-Petition for Notarized Signature, 1024 Letter-Client-Frenuptial, 1025 Letter-Client-Pretrial Affidavit & Expense & Income Statement, 1026 Letter-Client-Referee Hearing, Preparation, Instructions, 1027 Letter-Client-Representation Review, 1030 Letter-Client-Urging Payment, 1031 Letter-Client-Yelling at Staff, 1032 Letter-Court Clerk-Document for Filing, 1033 Letter-Court Clerk-Request for Certified Copies, 1034 Letter-From Parent-Requesting Child's Educational Records, 1035 Letter-From Parent-Requesting Child's Medical Records, 1036 Letter-LR letter to Candidates, 1037 Letter-Opposing Counsel-Bank Subpoena to Be Filed, 1038 Letter-Opposing Counsel-Consent Order for Signature, 1039 Letter-Opposing Counsel-Court Setting & Final Decree, 1040 Letter-Opposing Counsel-Discovery Reply Past Due, 1041 Letter-Opposing Counsel-Entry of Order, 1042 Letter-Opposing Counsel-Final Decree, 1043

### 1122

Letter-Opposing Counsel-Notice of Intent to Use of Records, 1044 Letter-Opposing Counsel-Notice to Take Deposition, 1045 Letter-Opposing Counsel-Offer of Judgment, 1046 Letter-Opposing Counsel-Parties Proposed Settlement, 1047 Letter-Opposing Counsel-Trip, 1048 Letter-Opposing Party-Complaint, Discovery or Marital Dissolution Agreement, 1049 Letter-Opposing Party-Complaint, Discovery, Non-representation Statement, 1051 Letter-Opposing Party-Contempt Warning, 1052 Letter-Opposing Party-Court Notice, 1053 Letter-Opposing Party-Court Setting & Final Decree, 1054 Letter-Opposing Party-Do or Die, 1055 Letter-Opposing Party-Marital Dissolution Agreement, Military Affidavit, 1057 Letter-Opposing Party-Statement of Attorney to Patient, 1058 Letter-Plan Administrator-QDRO, 1059 Letter-Press Release, 1060 Letter-Professional-Client Guide Booklet, 1061 Letter-Professional-Closing Accounts, 1062 Letter-Professional-Notice of Attorney Lien, 1063 Letter-Professional-Psychological Consultation of Client, 1064 Letter-Professional-Requesting Doctor's Report, 1065 Letter-Professional-Requesting Hospital Records, 1066 Letter-Professional-Social Security, 1067 Letter-Recommending Continuing Legal Education Seminar, 1068 Letter-Referral Out of Potential Client, 1069 Letter-Referral Thank You (1), 1070 Letter-Referral Thank You (2), 1071

Letter-Witness-Appearance Excuse, 1072 Letter-Witness-Thank You, 1073 Letter-Witness-Trial Prep and Notes on Testifying, 1074 Lie List, Pocket Questions and I Think So's, 462 Lien Ordered in Final Decree, 773

### Μ

Mandatory Mutual Injunction, 274 Marital Balance Sheet, 545 Marital Balance Sheet-Example, 544 Marital Dissolution Agreement, 546 Mediation Checklist, 594 Monthly Expense and Income Statement, 672 Motion Appealing the Referee's Ruling, 825 Motion Excepting to Ruling of Divorce Referee, 797 Motion for Appointment of Attorney Ad Litem for Minor Children, 826 Motion for Appointment of Guardian Ad Litem for a Party, 799 Motion for Appointment of Guardian Ad Litem for Parties' Minor Children, 800 Motion for Bill of Particulars, 276 Motion for Bill Of Particulars, 803 Motion for Continuance and Scheduling Order, 804 Motion for Counseling, 805 Motion for Default Judgment, 807 Motion for Finding Facts Specifically, 675, 809 Motion for Mediation, 595, 812 Motion for Pretrial Conference, 678, 814 Motion for Relief from Automatic Stay and for an Expedited Hearing, 815 Motion for Sanctions, 480, 819 Motion for Sanctions Outline, 477 Motion for Summary Judgment, 821 Motion Form (Universal Form), 796 Motion Incorporate Lien into FDD, 774 Motion Limiting Contact with Judge, 822

Motion Requesting Court to Choose Mediator, 597, 817 Motion to Alter, Amend, or Vacate Judgment, 823 Motion to Amend, 824 Motion to Compel Discovery, 479, 828 Motion to Compel Discovery and Sanctions, 478,827 Motion to Deem Admissions Admitted, 829 Motion to Dismiss on Pleadings, 830 Motion to Divorce Referee, 679 Motion to Divorce Referee Form, 831 Motion to Have Admissions Deemed Admitted, 307 Motion to Obtain Statement of Witness, 516, 832 Motion to Proceed in Forma Pauperis, 277, 833 Motion to Require Drug Test, 490 Motion to Require Psychological Examination, 491 Motion to Set Aside Dismissal and Grant Divorce Nunc Pro Tunc, 836 Motion to Strike and/or Dismiss, 278 Motion to Withdraw as Counse, 839 Mutual Release, 193

## Ν

Non-Disclosure and Confidentiality Agreement, 526 Non-Qualified Domestic Relations Order, 925 Notice for Order of Protection, 279 Notice of Attorney as Party or Material Witness, 680 Notice of Attorney's Lien, 194 Notice of Conflict and Waiver Thereof, 169 Notice of Contractual Lien on Property, 195 Notice of Filing of Deposition, 463 Notice of Filing Original Marital Dissolution Agreement, 582 Notice of Hearing and Certificate of Service, 681 Notice of Judicial Conflict and Waiver of Same, 682 Notice of Nonrepresentation, 196 Notice of Representation, 197 Notice of Revocation, 583 Notice of Satisfactory Assurances Pursuant to HIPAA, 528 Notice of Voluntary Nonsuit, 775 Notice Regarding Insurance Coverage, 776 Notice Regarding Insurance Coverage of Spouses and Former Spouses, 683 Notice to Take Deposition, 465 Notice to Take Deposition upon Written Questions, 464

## 0

Oath, 280 Offer of Judgment, 685

Offer of Judgment-Example, 686

Order Accepting Plea of Guilty, 929

Order Allowing Counsel to Withdraw, 931, 965

Order Allowing Filing on Pauper's Oath, 932

Order and Notice for Chapter 13 Hearing, 933

Order Appointing Guardian Ad Litem For Party, 939

Order Appointing Guardian Ad Litem for the Parties Children, 934

Order Appointing Mediator, 599

Order Compelling Discovery, 482, 941

Order Dropping Case from Calendar, 942

Order for Exclusive Use of Parties' Home, 943

- Order for Income Assignment, 944
- Order for Plaintiff to File Bill of Particulars, 281, 946
- Order for Psychological Examination, 492, 947
- Order Imposing Sanctions, 483, 948
- Order of Dismissal with Prejudice, 778, 950 Order of Nonsuit, 779, 951

### 1124

Index

Order of Protection, 282, 952 Order of Reconciliation, 954 Order of Reference, 955 Order of Sentence, 956 Order on Continuance, 957 Order on Default Judgment, 689, 958 Order on Deposition Procedures, 485 Order on Motion (Universal Form), 922 Order on Motion to Alter or Amend Final Decree, 959 Order on Motion to Incorporate Lien into FDD, 780 Order on Motion to Obtain Statement of Witness, 517, 961 Order on Pendente Lite Support, 963 Order on Petition (Universal Form), 923 Order on Vocational Evaluation, 962, 964 Order Referring Case to Mediation, 601, 966 Order Releasing Garnishment and Setting Payments, 968 Order Releasing Medical Records Pursuant to Subpoena, 969 Order Terminating Reconciliation and Placing Case on Court's Docket, 970 Outline for Discovery Sanction Motions 840 Outline on Discovery-Compel and/or Sanctions, 971

Outline-Final Argument-Alimony, 690

Outline-Final Argument-Custody, 695 Outline-Final Argument-Property, 698

## P

Parenting Plan, 284 Petition (Universal Form), 848 Petition Checklist, 846 Petition for a Writ of Habeas Corpus and Restraining Order, 876 Petition for Acceptance of Plea of Guilty by Defendant/Waiver of Rights, 850 Petition for Child Support, 854 Petition for Civil Contempt, 856 Petition for Criminal Contempt, 858 Petition for Expenses of Defense of Child's Interest, 860 Petition for Injunction, 865 Petition for Judicial Attachment, 867 Petition for Order of Protection, 869 Petition for Registration of Final Decree of **Divorce and Property Settlement** Agreement, 871 Petition for Specific Visitation, 874 Petition for Specific Visitation by Grandparent, 862 Petition to Intervene and to Modify the Previous Order of the Court, 880 Petition to Modify the Previous Order of the Court, 883 Petition to Meve from the Jurisdiction of the Court, 885 Petition to Set Payments, 887 Postruptial Agreement-Gifts, 1078 Practice Announcement-Example, 198 Prenuptial Agreement, 1083 Press Release Example, 199 Pretrial Affidavit, 702 Pretrial Memorandum, 705 Pretrial Order for Contested Divorce, 709, 972 Private Investigator Data, 530 Promissory Note, 200 Proof of Official Record Certificate, 711 Proposed Ruling, 712 Proposed Ruling-Example, 713

# Q

Qualified Domestic Relations Order, 782, 974 Qualified Medical Child Support Order, 785, 977 Quit Claim Deed, 584

# R

Receipt for File, 202 Reconciliation Agreement, 1102 Reconciliation Agreement-Trust, 1115 Release of Information-General, 228 Release of Information-Minor, 229 Release of Lien, 203 Release-Social Security, 230 Reply to Interrogatories, 501 Reply to Request for Admissions, 308 Request for Admissions-Blank, 311 Request for Admissions-Both Guilty, 310 Request for Production of Documents-Blank, 502 Request for Production of Documents-Nonparty Income Wealth, 505 Request for Production of Things and Entry upon Land for Inspection Purposes, 515 Request for Statement, 518 Request for Supplementation, 486 **Research Assignment Sheet**, 29 Response to Motion-Improper Notice, 841 Revocation of Pre nuptial Agreement, 1119 Revocation of Previous Wills, Trust and Powers of Attorney, 231 Rule 30.03, 388

## S

Scheduling Order, 980 Script-Irreconcilable Difference with Children, 719 Script-Irreconcilable Differences NO Children, 716 Security Protocol, 30 Self-Representation Stipulation, 586 Staff - Interview & Typing Test, 31 Staff Typing Test Key, 37 Standard Discovery Witness, 382 Standard Discovery-Interrogatories and Request for Production, 337 Standard Discovery-ROGGS & RFPD (short form), 362 Statistical Sheet, 294 Stipulation, 723

Stipulation Allowing Amendment, 295 Stipulation by Both Parties as to Grounds, 722 Strategy Sheet, 233 Subpoena for Deposition, 467 Subpoena for Divorce Referee Hearing-Employer, 725 Subpoena for Divorce Referee Hearing-**Opposing Party**, 724 Subpoena for Records, 468 Subpoena for Records-Deposition Duces Tecum, 726 Supply Chart, 38 Support Account Sheet, 205, 727 Support Account Sheet Example, 204 Support Account Sheet-Example, 728

## Т

Tasks and Accomplishments, 39 Team Preferences, 40 Time Abbreviations, 41 Timeline-Example, 729 Trial Notebook Cover, 732 Trial Warning for Client, 206, 733

### U

Uniform Child Custody Jurisdiction Act Affidavit, 299 Uniform Civil Affidavit of Indigency, 296

### W

Waiver of Discovery, 207, 587
Withdrawal of Counsel Packet, 209
Writ of Habeas Corpus, 889
Written Questions for Deposition of \_\_\_\_\_, 472
Written Questions for Deposition of Doctor, 470

The Word version of these forms are available to download at <u>http://ambar.org/divorceforms</u>

#### 1126