

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

C

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, 916
 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

E

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

H

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-Prenuptial, 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

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-Recommendng 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

M

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 Counsel, 839
 Mutual Release, 193

N

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

O

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

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 Move from the Jurisdiction of the Court, 885
 Petition to Set Payments, 887
 Postnuptial 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

T

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