

DISCOVERY PRODUCTION INDEX

[Client Name]

[Case No.]

[County]

NO.	REQUESTED	SENT/ REC'D
	PRODUCED	
1. All federal and state income tax returns filed by either party for the last three calendar years. Include all W-2 forms, 1099, K-1 forms and schedules.		
a		
b		
2. If income tax returns for the last calendar year have not been filed, all W-2 statements, year-end payroll statements, interest and dividend statements, and all other records of income earned or received by either party during the last calendar year.		
a		
b		
3. All records showing any income earned or received by either party for the current calendar year.		
a		
b		
4. All financial statements, statements of net worth, credit card and loan applications, and credit reports prepared by or for either party during last two calendar years.		
a		
b		
5. All documents such as deeds, real estate contracts, appraisals, and most recent statements of assessed value relating to real property in which either party has any interest.		
a		
b		
6. All documents showing debts of either party, including the most recent statement of any loan, credit line, or charge card balance due, and a current credit report.		
a	Mortgages	
B	Lines of Credit	
c	Credit Card Debt	
d	Other Debt	
7. Certificates of title or registrations of all automobiles, motor vehicles, boats, or other personal property registered in either party's name or in which either party has any interest.		
a		
b		
8. Documents showing stocks, bonds, secured notes, mutual funds, and other investments in which either party has any interest.		
a		
b		

NO.	REQUESTED	SENT/ REC'D
	PRODUCED	
9. The most recent statement describing any retirement plan, IRA, pension plan, profit-sharing plan, stock option plan, or deferred compensation plan in which either party has any interest.		
a		
b		
10. All financial institution or brokerage account records on any account in which either party has had any interest or signing privileges in the past year, whether or not the account is currently open or closed.		
a		
b		
11. Other Employment Information		
a	Employment agreements or contracts	
b	Benefits	
c	Insurance, Medical, dental, life	
d	Reimbursement of expenses	
12. Gifts or transfers of real property		
a		
b		
13. Trusts, inheritances, life estates		
a		
b		
14. Personal Property		
a	Appraisals	
b	Disposed of	
c	Gifts	
15. Safe deposit boxes		
a		
b		
16. Current monthly expenses/USD		
a		
b		
17. Legal claims		
a		
b		
18. Social Security reports		
a		
b		

NO.	REQUESTED	SENT/ REC'D
	PRODUCED	
19.		
a		
b		
20.		
a		
b		
21.		
a		
b		
22.		
a		
b		
23.		
a		
b		
24.		
a		
b		
25.		
a		
b		

BUSINESS DISCOVERY PRODUCTION INDEX		
[Business Name]		
1. Federal and State Tax Returns		
a		
b		
2. Annual financial statements		
a		
b		
3. Interim financial statements/profit and loss statements		
a		
b		
4. Balance Sheets		
a		
b		

5.	Capital budgets	
a		
b		
6.	Operating budgets	
a		
b		
7.	Aged accounts receivable	
a		
b		
8.	Aged accounts payable	
a		
b		
9.	Loans from/to officers, directors, shareholders	
a		
b		
10.	Depreciation schedules and methods	
a		
b		
11.	Inventory schedules	
a		
b		
12.	Compensation of officers, directors, shareholders including benefits and expense allowances	
a		
b		
13.	List of shareholders and shares held	
a		
b		
14.	Schedules of dividends and bonuses	
a		
b		
15.	Assets and properties, real and personal	
a		
b		
16.	Insurance policies and brochures (property, automobile, other)	
a		
b		

17. Valuation of real and/or personal property, tax assessments, insurance appraisals and other appraisals		
a		
b		
18. Contractual obligations, leases, loans, franchise agreements, customer and supplier agreements, employment or non-competition agreements		
a		
b		
19. Articles of Incorporation, By-laws and Minute Book, partnership agreements, buy-sell agreements and stock option agreements		
a		
b		
20. Business publications and brochures, offering memorandums, leases, production schedules, management reports, catalogues and price lists		
a		
b		
21. Patents and/or copyrights, trademarks and/or trade names		
a		
b		
22. Cash flow income/expense projection		
a		
b		
23. Capital expenditure projections		
a		
b		
24. Customer list		
a		
b		
25. Supplier list		
a		
b		
26. Offers to buy/sell business or an interest		
a		
b		
27. Resumes on important members of management		
a		
b		

28. Documents of lawsuits, environmental problems, problems with government or foreign agencies		
a		
b		
29. Listing of sales backlog		
a		
b		
30. Loan applications		
a		
b		
31. W-2 or equivalent for highest-paid employees		
a		
b		
32. Minutes of shareholder and directors meetings		
a		
b		

IMPORTANT NOTICES

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