

SAMPLE CHECKLIST
FOR SETTLEMENT NEGOTIATIONS

Separation

- ___ Third Party Claim
- ___ Possession of Property
- ___ Immediate Issues

Child Custody

- ___ Legal Custody
- ___ Physical Custody
 - ___ Weekends
 - ___ Weekdays
 - ___ Thanksgiving
 - ___ Easter/Spring Break
 - ___ Christmas
 - ___ Summer
 - ___ Summer Vacations
 - ___ Mother's Birthday
 - ___ Mother's Day
 - ___ Father's Birthday
 - ___ Father's Day
 - ___ Child's Birthday
 - ___ Three-Day Weekends
 - ___ Other Holidays
- ___ Relocation of Parent
- ___ Jurisdiction/Venue
- ___ Make-Up Time
- ___ Transportation/Custody Exchange
- ___ Alcohol and Other Illegal Substances
- ___ Methods of Communicating
- ___ Social Media

___ Cell Phone Use and Texting Guidelines

___ Place and Time of Exchange

___ Overnights with Someone Else

___ Address of the Parties

___ Extended Family

___ Alternative Child Care

___ Optional Visitation

___ Extracurricular Activities

___ Counseling

___ Religion

___ Education (Private or Public School)

___ Advanced Notice

___ Immediate Issues

Child Support

___ Gross Incomes

___ Extraordinary Expenses

___ Guidelines Applied or Not

___ Date to Begin

___ Time Frame for Current Payment (Modifications)

___ Retroactive Support

___ Pay Directly or Through Clerk

___ Medical

___ Cost and Provider of Medical Insurance

___ QMDRO

___ Uninsured Medical

___ Method for Requesting Reimbursement

___ Time Frame for Payment

- Counseling and Other Expected Costs
- Expenses for Extracurricular Activities
- Payment of Costs for Undergraduate College Education
- Allocation of Dependency Exemptions

Postseparation Support & Alimony

- Postseparation Support
- Alimony
 - Tax Deductible
 - Modifiable
 - Time Frame
- Health Insurance
- Life Insurance Policy
 - Method for Ensuring Compliance
- Lump Sum Payment
- Retroactive
- Integrated or Non-Integrated

Property Settlement

- Real Property
 - Possession
 - Mortgage Payments
 - Credits
 - Major Repairs
 - Refinance
 - Good Faith Effort
 - Time Frame
 - Sale
 - Good Faith Effort
 - Time Frame
 - Purchase Price
 - Counteroffers
 - Requested Repairs

- _____ Selection of Realtors
- _____ Recommendations of Realtors
- _____ Consequence for Failure to Comply

_____ Personal Property

- _____ Identify List
 - _____ Identify Separate Property for Exchange/Pickup
- _____ Arrangements for Exchange/Pickup
- _____ Time Frames for Exchange/Pickup
- _____ Consequences for Failure to Cooperate

_____ Business

- _____ Creditors
 - _____ Indemnification and Hold Harmless Agreements
- _____ Non-Compete
- _____ Tax Issues (*see Taxes Checklist in the Taxes chapter of this Deskbook*)
- _____ Resignations
- _____ Transfer of Ownership

_____ Debt

- _____ Credit for What Paid to Date
- _____ Credit for What Will Be Paid
- _____ Liability to Creditors
- _____ Indemnification and Hold Harmless
- _____ Time Frame for Satisfying Debt
- _____ Possibility of Refinancing Debt

_____ QDRO's

- _____ Identify Who Will Be Responsible for Preparing
- _____ Maintain Status Quo

_____ Tax Issues

- _____ Filing of Tax Returns
 - _____ Joint vs. Individual
 - _____ Entitlement to Refunds
 - _____ Responsibility for Past Liability
- _____ Other Tax Issues to Consider (*see Taxes Checklist in the Taxes chapter of this Deskbook*)

Miscellaneous

- _____ Additional Documentation
- _____ Incorporation of Agreement
- _____ Disclosure Clause (Penalty for Failure to Disclose)