

STATE OF NORTH CAROLINA COUNTY OF PITT	In the General Court of Justice District Court Division
Plaintiff:	File No.
<p style="text-align: center;">VERSUS</p>	<p style="text-align: center;">Notice and Certification of Initial Mandatory Disclosure</p> <p style="text-align: center;"><input type="checkbox"/> Child Support <input type="checkbox"/> Post-Separation/Alimony</p> <p style="text-align: center;"><small>(A copy of this form (not the documents) must be filed with the Clerk of Court in domestic cases involving the above issues)</small></p>
Defendant:	

NOTICE: Pursuant to Rules 4 and/or 6 of the local rules 3ADCR, the following documents must be provided to the opposing party for all claims for child support or post-separation support and alimony:

- 1. Income tax returns for the preceding two (2) years including W-2 and K-1 forms, and all schedules and attachments.
- 2. Pay stubs/earning statements for the past twelve (12) months. If a tax return has not been filed for the preceding year, a copy of all W-2 and K-1 forms for that year, and if not yet available then pay stubs/earning statements showing gross income for that year.
- 3. All documents reflecting current work related child care expenses and costs for the Guidelines calculation of child support, or for which reimbursement is sought.
- 4. All documents reflecting current healthcare insurance costs and premiums for the Guidelines calculation of child support, or for which reimbursement is sought.
- 5. All documents reflecting any extraordinary expenses for the Guidelines calculation of child support, or for which reimbursement is sought (examples: private school tuition or extra-curricular activities).
- 6. All documents regarding any obligation for child support for any other child(ren) not the subject of this action.
- 7. Documents pertaining to any type of reimbursement of expenses from an employer or any other employment benefits (such as housing) which may reduce the party's expenses.
- 8. All other documents reflecting "income" as it is defined in the North Carolina Child Support Guidelines from all sources beginning January 1 of the year the Pleading or Motion is filed through the date of disclosure.
- 9. The party's Child Support Financial Affidavit (Form # 3) or the Financial Support Affidavit (Form # 4) as applicable.

Self-employed parties and each party to an action for post-separation support or alimony must also produce:

- 10. Individual and Business Bank Statements for the last twelve (12) months including cancelled checks, check registers, either online statements or standard statements, and evidence of checks paid.
- 11. Credit card statements for the last twelve (12) months for any credit card for which you are an authorized user.
- 12. Business tax returns for the past two (2) years, including K-1 and all attachments and schedules.

Certification of Disclosure

<input type="checkbox"/>	I certify I have produced the applicable documents that have been checked above, to the opposing party or attorney.			
<input type="checkbox"/>	I certify there are extenuating circumstances and I have made a good faith effort to produce the applicable documents, but the boxes not checked above have not been produced.			
<input type="checkbox"/>	Other:			

A copy of this document must be provided to the Family Court Office.

Local rules (3ADR) are available at <http://www.nccourts.org> (Select Pitt County on the home page).

Certificate of Service

I hereby certify that a copy of this document has been served on the following party (or attorney if they are represented) at the following address in the following manner:

By depositing a copy in the United States mail in a properly addressed, post-paid envelope to:

By hand delivery

By fax

Date:

Printed Name:

Signature: