

STATE OF NORTH CAROLINA COUNTY OF PITT	In the General Court of Justice District Court Division
Plaintiff:	File No.
VERSUS	<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;">(A copy of this form must be filed with the pleadings in domestic cases involving the above issues)</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 preceding twelve (12) months. Single pay stubs showing year-to-date cumulative information shall be sufficient for the months covered by the stub.
- 3. All other documents related to or showing an “income” as it is defined in the North Carolina Child Support Guidelines from all sources for the 12-month period immediately preceding the production date. This disclosure includes, but is not limited to income from salaries and wages, commissions, bonuses, dividends, profit sharing, in-king payments for a party’s benefit through ownership or operation of a business, partnership, or corporation (e.g., car allowance, gas allowance, country club payments, etc.) VA disability, social security benefits (not SSI), workers’ compensation benefits, unemployment insurance benefits, employment disability pay and/or insurance benefits, and alimony or maintenance received from persons other than the opposing party to the instant action.
- 4. All documents reflecting current work-related childcare expenses and costs for the Guideline calculation of child support, or for which child support reimbursement is sought.
- 5. All documents reflecting current health care insurance costs and premiums as allocated to or paid for the child or children for whom support is being determined.
- 6. All documents reflecting any extraordinary expenses for the child or children for which reimbursement is sought (private school tuition, camps, music lessons, car insurance, or extra-curricular activities) under the Guidelines or related to any request for departure or deviation from the Guidelines.
- 7. All documents regarding any obligation for child support for any other child(ren) not the subject of the current child support action.

In cases where a party is self-employed and/or where the North Carolina Child Support Guidelines do not apply due to high incomes, or in a case where a party is seeking a deviation from the guidelines, each party shall disclose and produce the following items:

- 1. All documents listed above for disclosure in guideline child support cases.
- 2. Individual and business bank statements for the last twenty-four (24) months for any and all individual and business bank accounts including canceled checks, check registers, online statements, and evidence of checks paid.
- 3. Credit card statements for the last twenty-four (24) months for any credit card for which the producing party is an authorized user.
- 4. Business, partnership, and/or corporate tax returns for the past two (2) years, including K-1 and all attachments and schedules for any such entities owned and/or operated by the party and from which the party derives any income or benefit.
- 5. General ledgers, and profit and loss statements for the past two (2) years, for each business partnership, or corporate entity owned and/or operated by the party and from which the party earns or derives any income or benefit.

Certification of Disclosure			
<input type="checkbox"/>	I certify I have produced the applicable documents listed above to the other party or his/her attorney.		
<input type="checkbox"/>	I certify there are extenuating circumstances and I have made a good faith effort to produce the applicable documents listed above, but not all of the documents have 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

E-mail:

Date:

Printed Name:

Signature: