

CIVIL SERVICE BENEFIT - PROVIDE ALL "X" ITEMS BELOW

This is an attachment to our Engagement Letter for the preparation of an Order. The following are the items which are to be provided to us with the return of the signed Engagement Letter and our fees:

1. X Provide a copy of the settlement agreement
2. X Provide a copy of the Judgment of Divorce.
3. X Provide the following regarding the Husband:
 - A. Name of Husband. _____
 - B. Is he the Plaintiff/Petitioner or Defendant/Respondent?
 - C. Date of birth. _____
 - D. Social Security Number. _____
 - E. Home address. _____
4. X Provide the following regarding the Wife:
 - A. Name of Wife. _____
 - B. Date of birth. _____
 - C. Social Security Number. _____
 - D. Home address. _____
5. X Date of marriage. _____
6. X Jurisdiction's end of marriage date (cutoff date to be used for acquisition of marital assets), i.e. date of separation, filing of the complaint, service of summons, etc. _____
7. X Advise the Service Computation Date for the party in the Retirement System.
8. X Obtain an estimate from the Retirement System which provides the party's date of hire, service computation date, credited service and accrued benefit as of the applicable cut off date, which would be payable at normal retirement age.
9. X If we are to draft against the Thrift Savings Plan for this individual, provide a copy of the statement provided to the employee as close as possible to the cut off date, current date and the date of marriage (if available).
10. X Are both sides to receive copies of all correspondence? Yes ____ or No ____
If No. Send copies to Husband's side Yes ____ or No ____.
Send copies to Wife's side Yes ____ or No ____.

11. X Advise the full name and address of the attorney for the Plaintiff/Petitioner. If the Plaintiff/Petitioner is Pro Se just specify Pro Se below.

12. X Advise the full name and address of the attorney for the Defendant/Respondent. If the Defendant/Respondent is Pro Se just specify Pro Se below.

13. X Provide a copy of any underlying pension evaluation report prepared for this matter. **(if any available)**

14. X Advise the full name and address of the employer for the party whose benefits are to be divided. If more than one employer involved provide complete details on all.

15. X Is the party whose benefit is to be divided still actively employed? _____

If the party is terminated or retired and collecting provide the date of termination or retirement. _____

IF THIS QUESTION IS NOT ANSWERED WE WILL ASSUME THE INDIVIDUAL IS STILL ACTIVELY EMPLOYED.

16. X If the party is retired and collecting provide a copy of the benefit calculation provided to the individual at retirement including information on the amount of any survivor annuity elected at retirement and the beneficiary named, if any. This should also include the party's date of hire, service computation date, credited service, date of termination and any other data used to make the calculation.