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POST DIVORCE CHECKLIST

Note: Not all actions will be applicable in all cases.

Property

- ☐ Confirm necessary Quitclaim Deeds have been filed with the Register of Deeds in the appropriate county
- ☐ Refinance property within time frame specified by Decree of Dissolution
- ☐ Complete the exchange of personal property
- ☐ Transfer title on vehicles
- ☐ Transfer or close bank accounts and safe deposit boxes
- ☐ Transfer investment accounts, stocks and bonds
- ☐ Review beneficiary designations on retirement and financial accounts for any needed changes

Property Settlement

- ☐ Comply with property settlement payments in a timely manner pursuant to your Decree

Insurance

- ☐ Life: Review beneficiary designation for any needed changes
- ☐ Health: Obtain COBRA or other insurance
- ☐ Health: Notify employer to maintain former spouse for 6 month period, if applicable
- ☐ Auto: Insure your vehicle in your name
- ☐ If you have minor children, inform the Clerk of the District Court whether insurance is available to you through employment. (Even if you are not the parent ordered to provide health insurance for minor children, you must provide this information.) See below under "Ongoing Responsibility to Provide Information."

Debts and Liabilities

- ☐ Cancel joint accounts or charge cards, or remove name of former spouse

Parenting Plan

- ☐ Notify child's school of the non-custodial parent's address
- ☐ If you are the non-custodial parent, notify child's school of your desire to be notified of events, receive duplicate copies of report cards, etc.

Child Support and Alimony

- ☐ If ordered to pay support, provide original Notice to Withhold Income form to your Employer. File a copy of the Notice with Clerk of the District Court. A new form will be required each time you change employers.
- ☐ If paying or receiving support, contact the Nebraska Child Support Payment Center to provide name, address, set up direct deposit information, etc.. The website is www.nebraskachildsupport.state.ne.us.

- _____ If ordered to pay **both** alimony and child support, include alimony information on the same Notice to Withhold Income form to be provided to your employer and a copy to be filed with the Clerk of the District Court (Alimony will be paid through the Nebraska Child Support Payment Center)
- _____ If ordered to pay alimony **only**, provide the original Notice to Withhold Income form to your employer and file a copy of the form with the Clerk of the District Court. (Alimony will be paid through the Clerk of the District Court.)
- _____ If you are entitled to child support abatements for periods of parenting time in excess of four consecutive weeks, make several copies of the affidavit form provided by your attorney for future use or prepare your own form on your computer. Keep a copy of the relevant section of your Decree and write down the address of the Clerk of the District Court to keep with it so you have it when you need it.

Child Care and Uninsured Medical Expenses

- _____ Set up a tracking and filing system to keep full and complete records regarding these financial matters, you may use the forms provided by your attorney

Tax Matters

- _____ Notify your employer of the change in your exemption status (complete a new W-4)
- _____ If necessary, complete IRS Form 8822 for change of address and notify the state tax department as well.
- _____ Refer to IRS Publication 504, "Divorced or Separated Individuals"

Ongoing Responsibility to Provide Information

If you have been ordered to pay any type of spousal or child support, you have an ongoing responsibility to notify the Court of:

- Your name and address
 - Your employer
 - Whether you have access to employer sponsored health insurance.
- _____ When you have changes in the above information, inform the Clerk of the District Court in writing. Please use the form provided by the law firm for your convenience. *(This does not need to be prepared by an attorney.)*

Attorney Fees

- _____ Contact the firm's account manager to make payment arrangements for any fees owed to the firm.
- _____ If your former spouse was ordered to pay a portion of your attorney fees, note that you remain responsible for the payment of your attorney fees, including any applicable interest, until the account is paid.
- _____ If you have been ordered to pay fees to your former spouse's attorney, make payment through the Clerk of the District Court, pursuant to the Decree. If you cannot make the payment on time, contact that attorney's office to try to arrange alternate payment plans.

Estate Planning

- _____ Review your will and any powers of attorney for any needed changes
- _____ Schedule appointment with your attorney to update or prepare your will, powers of attorney and other important estate planning documents