

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CRUZ 1 Second Street Watsonville, CA 95076	<i>For Court Use Only</i>
<input type="checkbox"/> Petitioner: <input type="checkbox"/> Respondent:	
COURT ORDER TO PRODUCE DOCUMENTS	CASE NO.

Your income information is needed to determine a child support order:

You must produce **copies** of the documents checked below for the time period beginning _____ to the present time.

Mail **copies** of the documents to the Department of Child Support Services, P. O. Box 1841, Santa Cruz, CA 95061-1841, no later than _____.

WARNING: If you fail to produce the documents in a timely manner, the court can order **“issue, “evidence” or” “terminating”** sanctions. (CCP section 2023(b)(2)(3)(4).) This means that the court can determine your income based on evidence from the other parent or the Department of Child Support Services, make rulings on disputed issues without your side being heard, limit the evidence you want to introduce, or dismiss your motion. Failure to comply with this order may also result in contempt charges. In a contempt action, you may face up to five days of jail time or community service for each count of contempt alleged. (FC § 290, 7641; CCP § 1218.)

Personal Records

- 1. *Account statements* relating to **any** personal checking account or share draft account with any financial institution that has (or had) your name on it, or in which you have (or had) the right to make deposits, withdrawals, or write checks.
- 2. *Check registers or check carbons* relating to **any personal checking account** or share draft account with any financial institution that has (or had) your name on it, or in which you have (or had) the right to make deposits, withdrawals or write checks.
- 3. *Account statements* relating to **any passbook accounts, certificates of deposit, money market fund accounts, or other deposit accounts** with any financial institution that has (or had) your name on it, or in which you have (or had) the right to make deposits, withdrawals, or write checks.
- 4. *Personal tax returns, state and federal,* filed by you for the **past two tax years**, including all schedules, worksheets, or other attachments.
- 5. *Applications for a loan* (car, real property, construction, etc.), lease, or other credit.
- 6. *Credit card or charge card statements* for any account that has (or had) your name on it, or in which you have authority to make charges for personal and/or business-related expenses.

- 7. *Statements or other documentation regarding any investment accounts* in your name, or in the name of any third-party person or entity, in which you have (or had) a beneficial or equitable interest. This includes any stock accounts, mutual fund accounts, IRA accounts, 401K accounts, or other similar accounts.
- 8. *Closing accounts and other documents related to the purchase or sale of any real property* by you, either alone or with someone else, showing the amount paid or received by you from the sales transaction.
- 9. *Mortgage statements*, monthly or otherwise, related to all real property owned by you alone or with someone else or another entity (such as a business or trust.)
- 10. *Documents or other evidence of all sums of money owed to you alone* or with someone else, such as promissory notes, trust deeds, lending agreements etc.
- 11. Financial statements and other documents reflecting your financial status, income, cash flow, debt, investments and assets. This includes any statements, proposals, reports and appraisals from any bank, accountant, appraiser, investment or property management firm or any other individual or institution.

Business Records

You must submit **copies** of records for any business in which you have (or had) an ownership interest, whether a sole proprietorship, partnership, corporation, or other business entity in any form.

- 12. *Account statements* relating to **any** business checking account or share draft account with any financial institution that has (or had) your name on it, or in which you have (or had) the right to make deposits, withdrawals, or write checks.
- 13. *Check registers or check carbons* relating to **any** business checking account or share draft account with any financial institution that has (or had) your name on it, or in which you have (or had) the right to make deposits, withdrawals, or write checks.
- 14. *Account statements* relating to **any** passbook accounts, certificates of deposit, money market fund accounts, or other deposit accounts with any financial institution that has (or had) your name on it, or in which you have (or had) the right to make deposits, withdrawals, or write checks.
- 15. *Business tax returns, state and federal* filed by you and/or your business for the **past two tax years**, including all schedules, worksheets, or other attachments.
- 16. *Balance sheets, income statements, and profit and loss statements* for your business.
- 17. *Credit card or charge card statements* for any account that has (or had) your name on it, or in which you have authority to make charges for personal and/or business-related expenses.
- 18. *Purchase or sales agreements* and other related documents regarding the purchase or sale of any business showing the amount you paid or received from the sales transaction.

Trust Records

- 19. *Account statements relating to **any** trust checking account or share draft account with any financial institution in which you have (or had) the right to make deposits, withdrawals, write checks, or received money.*
- 20. *Check registers or check carbons relating to **any** trust checking account or share draft account with any financial institutions in which you have (or had) the right to make deposits, withdrawals, write checks, or receive money.*
- 21. *Account statements or other reconciliation statements relating to **any** passbook accounts, certificates of deposit, money market fund accounts, or other deposit accounts with any financial institutions, relating to any trust in which you have (or had) the right to make deposits, withdrawals, write checks, or receive money.*
- 22. *Trust documents for any trust where you are named the Trustor, Trustee, or Beneficiary.*

Other Sources of Income

- 23. *Account statements relating to **any** other checking account or share draft account with any financial institution not described above that has (or had) your name on it, or in which you have (or had) the right to make deposits, withdrawals, write checks, or receive money.*
- 24. *Check registers or check carbons relating to **any** other checking account or share draft account with any financial institution not described above that has (or had) your name on it, or in which you have (or had) the right to make deposits, withdrawals, write checks, or received money.*
- 25. *Documents showing any income or money received by you, including but limited to:*
 - W-2 forms
 - 1099 forms
 - pay stubs
 - profit and loss statements
 - trust distributions
 - partnership distributions or draws
 - interest income
 - dividends
 - rental income
 - gifts exceeding \$500.00 per year.
 - loan proceeds
 - sale proceeds
 - commissions
 - bonuses
 - disability or unemployment benefits, etc.
 - money or assets received from an inheritance
 - lottery or gaming winnings