



## *Divorce Resources - Staying Organized*

### *Managing documents*

You are going to be up to your ears in paperwork and documents as you go through your divorce. Not only will there be correspondence and paperwork from your attorney, but there will also be lots of paperwork you will be solely responsible for, such as name changes on accounts, notifications to schools, and everything else that is involved in separating one set of finances into two. It can be overwhelming to deal with all the forms, emails, files, and papers that will come your way during the divorce process, but if you develop a system that lets you take control of them, you will feel calmer. You will also feel confident that everything is in a place where you can easily find it.

### *Stick with what works*

This is not the time in your life to suddenly decide you are done with paper and are going to do everything digitally. If you are a paper person, remain a paper person throughout the divorce process. Suddenly changing how you deal with bills, banking, budgets, lists, and calendars can be simply be too much change at this time in your life. Likewise, if you are a digital person, remain a digital person. Do not suddenly decide you should be printing everything out now. Keep in mind that no matter which system works for you, you are likely going to have documents that come to you the other way (if you are paper based, some things will come by email or via online link and if you are digital, you are going to get some hard copy). You can either convert it to your system (print out the form your attorney emails you or scan in the document you need to save) or develop two concurrent systems where you are keeping some paper and some electronic documents.

### *Accordion folders*

You need to keep track of court papers, of course, but you should also keep track of papers related to household expenses, income, debts, items you own, and more. If you keep most of these records as hard copies, purchase an accordion-style folder that you will use in conjunction with this book. Try to buy a plastic accordion folder. Since you will be carrying it with you to meetings and appointments, you want it to be sturdy. You may need to purchase two folders if you cannot find one with enough pockets. You will need at least sixteen pockets. You can also use a plastic box with file folders. (File boxes and accordion folders can be found at office supply stores.)

Take the file with you to every meeting with your attorney and every court appearance. As you use this book, you will file papers in the folder and have them readily available so that you can find what you need quickly. Label the dividers in your folder with the following headings:

- Household Inventory
- Documents to Complete for Attorney
- Documents from Attorney/Court Papers
- Attorney Bills and Receipts
- Documents from Other Professionals
- Household Documents
- Income Documents
- Monthly Expenses
- Large Assets
- Debts
- Children's Expenses
- Children's Uninsured Health Care Receipts
- Child Support Receipts
- Alimony Receipts
- Evidence from Witnesses
- Property Distribution Receipts

*Be in charge of your divorce; do not let your divorce be in charge of you.  
Do not let yourself fall into passivity.  
Make decisions, take actions, and ask questions!*



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