




Divorce Mediation Checklist Toolkit

Prepare, Decide, and File with Confidence

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SEPARATION/DIVORCE ISSUES CHECKLIST

Minor Children

Children: ***Required*** *Elements of Parenting Plan (non-financial)*

	Decision making (legal custody)
	Base parenting schedule
	Holidays, special occasions, days off
	Vacations/summer
	Communication and information sharing about the children
	Travelling with the children
	Relocation, incl. parameters on removing child from the state
	Schooling
	Communication with the children
	Review and modifications of parenting plan
	Emergency care (ex. contact names, medication, providers, special needs)

Children: ***Optional*** *Elements of Parenting Plan (non-financial)*

	Adult matters (child exposure to court & financial matters; reducing conflict)
	Counseling and/or Treatment Planning (child or parent)
	Special needs considerations (medical, developmental, mental health)
	Relationships with relatives (ex. safety parameters)
	Interactions with significant others
	Differing parenting styles, discipline, rules, routines, social media, screens, etc
	Children's images
	Children's Belongings (clothes, toys, winter gear, etc)
	Religion
	Right of first refusal
	Other:

Children: ***Financial Matters***

	Child Support (worksheet; how much; frequency; for how long; how paid; future adjustments)
	Uninsured medical, dental, vision, psychological expenses
	Activities, lessons, extra-curriculars, additional expenses (ex. purchasing a car)
	Camp
	Day care/babysitting
	Private school
	College (and/or graduate school)
	Other:

Insurance

	Medical and Dental
	Uninsured medical, dental, vision, psychological expenses
	Life Insurance (current policies, future requirements, limits on borrowing, etc)
	Other:

Property Division

	Real Estate
	Timeshare
	Retirement/Pension
	Bank Accounts
	Investments (non-retirement)
	Equity compensation (vested and unvested)
	Business interests
	Vehicles
	Personal property and household goods
	Debt (credit cards, loans, medical bills, etc.)
	Trusts
	Pets
	Pending inheritances
	Frozen embryos
	Other, such as rewards accounts/points, digital accounts (paypal/venmo/bitcoin), etc..

Taxes

	Final married filing
	Claiming children/child care tax credit
	Liability/refund from past joint returns
	Other:

Spousal Support (alimony)

	Amount and frequency
	Bonus/Commission income, excluded income
	Modifications and termination

Other

	Merging (modifiable) / Survival (permanent contract) of aspects of the agreement
	Dispute resolution
	Divorce fees

SEPARATION/DIVORCE ISSUES CHECKLIST

No Minor Children

Children: *Financial Matters (18-23 year old children, if applicable)*

	Child Support (worksheet; how much; frequency; for how long; how paid; future adjustments)
	Uninsured medical, dental, vision, psychological expenses
	Activities, lessons, extra-curriculars, additional expenses (ex. purchasing a car)
	Camp
	Day care/babysitting
	Private school
	College (and/or graduate school)
	Other:

Insurance

	Medical and Dental
	Uninsured medical, dental, vision, psychological expenses
	Life Insurance (current policies, future requirements, limits on borrowing, etc)
	Other:

Property Division

	Real Estate
	Timeshare
	Retirement/Pension
	Bank Accounts
	Investments (non-retirement)
	Equity compensation (vested and unvested)
	Business interests
	Vehicles
	Personal property and household goods
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Taxes

	Final married filing
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	Other:

Spousal Support (alimony)

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	Merging (modifiable) / Survival (permanent contract) of aspects of the agreement
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Massachusetts Divorce Filing Checklist

For a no-fault divorce where both people agree in all decisions (1A) you must file (documents can also be found in the "Court Forms" folder):

1. Joint petition for divorce under section 1A signed by both parties or their attorneys:
<https://courtforms.jud.state.ma.us/publicforms/PFC0017>
2. Affidavit of irretrievable breakdown signed by the parties:
<https://www.mass.gov/doc/affidavit-of-irretrievable-breakdown-0/download>
3. Certified copy of the civil marriage certificate. This is available from the [Registry of Vital Records](#) or from the city or town hall where you applied for a marriage license
4. Notarized separation agreement signed by both parties (recommend to sign three copies – one for court and one for each spouse to keep)
5. Report of Absolute Divorce (R-408 Statistical Form):
<https://www.mass.gov/doc/divorce-or-annulment-certification-vital-statistics-r-408/download>
6. Financial Statements and applicable schedules. The Long Form must be notarized.
 - Short Form (below \$75,000/year):
<https://courtforms.jud.state.ma.us/publicforms/PFC0002>
 - Long Form (above \$75,000/year):
<https://courtforms.jud.state.ma.us/publicforms/PFC0004>
 - Schedule A (Self-Employment):
<https://courtforms.jud.state.ma.us/publicforms/PFC0070>
 - Schedule B (Rental Income):
<https://courtforms.jud.state.ma.us/publicforms/PFC0073>
7. Filing Fee (recommended payable to the Commonwealth of Massachusetts by Money Order or Bank Check)
8. Assented Motion for a Remote Hearing (optional):
<https://courtforms.jud.state.ma.us/publicforms/PFC0082>

If you have unemancipated minor children, you will also need to file:

9. Child Care and Custody Affidavit: <https://www.mass.gov/doc/child-care-or-custody-disclosure-affidavit/download>
10. 2021 Child Support Guidelines Worksheet:
https://courtforms.jud.state.ma.us/publicforms/PFC0001_2021
11. Findings and Determination for Child Support (if applicable):
<https://courtforms.jud.state.ma.us/publicforms/PFC0081>