

VIRGINIA:

IN THE JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT  
FOR THE COUNTY OF LOUDOUN

_____	§	
<b>Petitioner</b>	§	
v.	§	Case No. JA _____
_____	§	
<b>Respondent</b>	§	

**REQUESTS FOR PRODUCTION OF DOCUMENTS (CHILD SUPPORT)**

Pursuant to Rules 4:1 and 4:9 of the Rules of the Supreme Court of Virginia, you are hereby directed to produce, for inspection and copying, by the undersigned counsel twenty-one (21) days after service of this request, to the offices of the undersigned counsel, the original or true, complete and fully legible copies of the following documents within your possession, custody or control.

Definitions and Instructions

a. Pursuant to Rule 4:9(a) of the Rules of the Supreme Court of Virginia, **documents** means: "Writings, drawings, graphs, charts, photographs, and other data compilations stored in any medium from which information can be obtained and translated, if necessary, by the respondent into reasonably useable form.

b. As used herein, **possession, custody and /or control** includes any such document within the possession custody or control of you or any of your agents, including but not limited to attorneys, accountants, employees, private investigators, or others.

c. In the spaces provided herein below, and/or on supplemental or separate sheets, separately, with respect to each request or category, please specify:

(1) Which documents are being provided:

(2) If and to the extent any such documents are (or were at the time of service of this Request) within your custody or control, but are not being produced, all reasons you are not producing the same;

(3) If and to the extent any such documents never were or are no longer within your custody or control, please specifically so state.

d. You must either produce the requested documents as they are kept in the usual course of business, or organize and label them to correspond with the categories of this Request.

e. As used herein, the term your **business entities** means any form of business enterprise (including but not limited to sole proprietorships, general and limited partnerships, joint ventures and corporations, and subsidiaries thereof) in which, during the specified time, you held at least a five percent (5%) equity (ownership) interest.

f. These requests are taken from the Model Discovery approved by the judges of the Loudoun County Juvenile and Domestic Relations District Court. As such, no objections as to the form of Model Discovery will ordinarily be sustained by the judges of the Loudoun County Juvenile and Domestic Relations District Court.

g. If no time frame is specified for any specific Interrogatory, provide information according to the following:

h. Initial Petition for Custody or Visitation: Provide all information since the child's birth.

i. Modification of Custody or Visitation: provide all information from the date of the last custody and/or visitation order entered to the present.

j. Failure to respond to these requests may result in the dismissal of your Petition or Modification request.

k. Failure to provide complete and detailed responses to any request may result in evidence being excluded from admission at any hearing in this matter, regardless of relevance.

### **REQUESTS**

1. Provide monthly or other periodic statements for all checking, savings, credit union and money market accounts, or CDs, held in your name, individually or jointly with any other person or your business entities, for the past two (2) years (excluding IRA, KEOGH and 401-K accounts).

### **RESPONSE:**

2. Provide monthly or other periodic statements for all mutual funds, stocks, bonds, other securities or bonds, other securities or investment funds (including IRA, KEOGH and 401-K accounts) owned by you, individually or jointly with any other person or your business entities, for the past two (2) years.

**RESPONSE:**

3. Provide monthly or other periodic statements and any notes, contracts or other documentation regarding all outstanding notes, accounts receivable, or other debts owed to you, individually or jointly with any other person or your business entities, for the past two (2) years.

**RESPONSE:**

4. Your Federal individual income tax returns for the past two (2) years, including all schedules, attachments, W-2s, 1099s and K-1 forms.

**RESPONSE:**

5. For any business in which you are a partner, owner or shareholder (exclude stock in publicly-held corporations, in which you hold less than 1% of outstanding shares):

- a. All corporate and/or partnership federal income tax returns (including all schedules and attachments thereto) for the past two (2) years.
- b. The records of all gross receipts, disbursements, and accounts receivable and payable registers, ledgers, books and journals, for the past two (2) years for each such business entity.
- c. All documents which reflect any of your use of or entitlement to use of, any auto, travel, entertainment, personal living or business expense provision or reimbursement for the past two (2) years.

**RESPONSE:**

6. Please provide:
- a. Your twelve (12) most recent employment pay stubs or pay vouchers from all employers (i.e., documents issued by an employer with each paycheck, reflecting your gross income for the respective pay period, as well as itemizing deductions therefrom.)
  - b. All of your bonus, commission, draw and expense reimbursement statements dated, issued or received during the past two (2) years.
  - c. Your most recent Retiree Account Statement, or other statement, indicating the periodic retirement income benefits received during the past two (2) years.

**RESPONSE:**

7. All employment contracts, including deferred compensation plans, and other documents and correspondence evidencing any terms or conditions of employment for your current employment, and for your immediate past employment if you have been with your current employer for less than two (2) years.

**RESPONSE:**

8. All documents regarding work-related childcare used in the past year for any of your children.

**RESPONSE:**

9. If you claim any addition to the basic support obligation for extraordinary medical expenses of a child submit all documents regarding such expenses of any child incurred in the past year. Also, include all documentation indicating the amount of any of these expenses covered by insurance, and the amount paid by anyone else.

**RESPONSE:**

10. Provide a copy of all documents concerning the costs for any health plan to which you currently subscribe or for which you are eligible to receive benefits, including but not limited to all documents indicating your payment of the premium for such plans, and the breakdown of premiums for employee only, employee plus child, employee plus spouse, and/or family plan.

**RESPONSE:**

11. All monthly and annual credit card statements and receipts for all charge accounts listed in your name, individually or jointly with another, for the past two (2) years.

**RESPONSE:**

12. Provide all documentation regarding any of the following for which you received any income received in the past two years:

- a. Franchises, patents, trademarks, copyrights and other royalty rights, etc.
- b. Gifts, prizes or inheritances of a value in excess of \$200 received by you in the past two years.
- c. Dividends, rents, pension payments, social security, disability, payments from all trusts and investments, etc., from which you received any total payment in excess of \$300 in any twelve month period in the last two years:

**RESPONSE:**

13. If you claim an adjustment in income for supporting "other children", that is children for whom the opposing party is not a parent, because you pay a regular child support for such child, provide all agreements or court orders supporting such claim.

**RESPONSE:**

14. If you are presently unemployed, or employed less than full time (35 hours/week), provide a copy of your resume.

**RESPONSE:**

15. If you are presently unemployed, or employed less than full time (35 hours/week) provide all documentation of your efforts to seek new or full time employment during the past two (2) years, to include, but not limited to, job postings to which you applied, applications, responses from potential employers, confirmation of receipt of application, etc.

**RESPONSE:**

16. Provide documentation related to any reason for separation from your last employer, if released from employment in the last two years, including but not limited to, layoff, voluntary separation, contract ending, termination, etc. If you received any severance or other benefits as a result of your separation, provide any and all documents evidencing any benefits or income that you received.

**RESPONSE:**

17. If you claim that any of the factors set forth below, derived from § 20-108.1, Code of Virginia, should be considered by the court in awarding child support that is a deviation from the guideline amount of support, provide all documents supporting such claim:

- a. Actual monetary support for other family members or former family members;
- b. Arrangements regarding custody of the children, including the cost of visitation travel;
- c. Imputed income to a party who is voluntarily unemployed or voluntarily under-employed; provided that income may not be imputed to the custodial parent when a child is not in school, child care services are not available and the cost of such child care services are not included in the computation and provided further, that any consideration of imputed income based on a change in a party's

- employment shall be evaluated with consideration of the good faith and reasonableness of employment decisions made by the party;
- d. Debts of either party arising during the marriage for the benefit of the child;
  - e. Direct payments ordered by the court for maintaining life insurance coverage pursuant to subsection D, education expenses, or other court-ordered direct payments for the benefit of the child;
  - f. Extraordinary capital gains such as capital gains resulting from sale of the marital abode;
  - g. Any special needs of a child resulting from any physical, emotional, or medical condition;
  - h. Independent financial resources of the child or children;
  - i. Standard of living for the child or children established during the marriage;
  - j. Earning capacity, obligations, financial resources, and special needs of each parent;
  - k. Provisions made with regard to the marital property under § 20-107.3, where said property earns income or has an income-earning potential;
  - l. Tax consequences to the parties including claims for exemptions, child tax credit, and child care credit for dependent children;
  - m. A written agreement, stipulation, consent order, or decree between the parties which includes the amount of child support; and
  - n. Such other factors as are necessary to consider the equities for the parents and children.

**RESPONSE:**

18. Provide the Curriculum Vitae (CV) for each of your proposed experts, as well as all reports or any other correspondence relating to the facts and opinions of all your proposed experts (including but not limited to his/her final report) if you intend to use these as evidence.

**RESPONSE:**

19. Any documentation you referenced in your Answers to Interrogatories, or from which you sought information in answering the interrogatories, not otherwise supplied in response to another request.

**RESPONSE:**

20. Produce any and all documents or other tangible items, including without limitation tape recordings or photographs, produced by any individual or entity as a result of any subpoena *duces tecum* issued herein at your request.

**RESPONSE:**

21. If you are requesting an award of counsel fees, provide a copy of all invoices for legal services related to the proceeding in which you seek such an award.

**RESPONSE:**

**MODIFICATION CASES ONLY**

22. Provide all documents which support your contention that there has been a material change in circumstances which warrants a modification since entry of the last order regarding child support.

**RESPONSE:**



Issued by: \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Virginia Bar  
Number (If  
Applicable) \_\_\_\_\_