

**CHECKLIST FOR A MEMORANDUM OF UNDERSTANDING
OR MEDIATED MEMORANDUM OF AGREEMENT**

1. Are the parties identified with their full names, date of birth and Social Security Number?
Determine from the parties how they would like to be referred to in the document; for Example: Mrs. Smith and Ms.Mrs. Smith, or Mother and Father, or the mother and the father, etc. This helps provide essential familiarity and ownership of the final document.
2. When possible, identify the underlying principles which guide the parties. Principle statements help to clarify intent and reinforces the shared interest of the parties.
3. Are the children identified with their full names, date of birth and Social Security number?
4. If married, is the date and location of the marriage of the parties provided.?
5. If the parties have been living separate and apart, is the date of separation provided?
6. Does the agreement specify the type of Custody the parties have agreed to if required by the Court?
7. Does the agreement specify the address and parent where the children will generally reside?
8. Does the agreement specify the specific times and dates of a week and weekend schedule as agreed to by the parties. Is each day of the week accounted for in the week and weekend schedule. As an option, the parents may decide to omit specific times. If so, does the agreement contain a clause expressing their desires that no specific times are necessary?
9. Does the agreement provide for specific times and dates when the children will be with each parent during the holidays. As an option, the parents may decide to omit specific times. If so, does the agreement contain a clause expressing their desires that no specific times are necessary?
10. Does the agreement specify who is responsible for normal health care issues and how emergencies will be handled?
11. Does the agreement contain provisions for communications with the children when they are not with the other parent?.
12. If child or spousal support is involved, does the agreement record where the parties are employed and their estimated gross monthly income.
13. Does the agreement specify the amount of child support to be "transferred," the date it will begin, the conditions under which it will end and how it will be paid; i.e., through the Child Support Enforcement Bureau, payroll deduction or directly to the other parent?
14. Does the agreement provide for the rationale for deviations from the Child Support Guidelines?

Future Sale and Division of the Proceeds

Parties' Option to Purchase Property

DEBTS AND LIABILITIES

TAX STATUS AND RESPONSIBILITIES

Parties' Liability for Tax Consequences as a Result of Property Division

Tax Returns (State and Federal)

Child Dependency Exemption

Real Estate Mortgage Interest, and Taxes

Audits or Future Tax Liability

Settlement of Future Modification of this Memorandum: Mediation

Professional Fees and Costs

Court Costs

Attorney's Fees