

## QDRO PROCEDURES CHECK LIST

**WHILE THE FOLLOWING MAY BE COMPLETED BY ANY OF THE PARTIES,  
WE MUST BE RETAINED BY AN ATTORNEY**

To initiate the applicable draft QDRO(s) with LawDATA, please forward the following **via hard copy along with payment** of \$500.00 for the first benefit slated for division and \$350.00 for any additional benefits to be addressed in the interest of the same parties:

- ❖ Applicable payment – *we prefer payment be paid via your firm check.* Payment made by personal checks will result in the completed draft order(s) being held up to 3 weeks to ensure funds have cleared.
  - ❖ A copy of the parties' settlement terms as pertains to the division of retirement assets.
  - ❖ A copy of the case style/heading/caption along with the signature page utilized in your jurisdiction.
- ❖ Any official plan statement or document that properly references the Plan name to be addressed in the body of the QDRO.
  - ❖ **A letter on the hiring attorney's letterhead indicating that said attorney is our client, confirming representation of one of the parties to the Order.**
- ❖ A completed QDRO Intake Form for each benefit to be divided, *initialed by the hiring attorney.*



We hope the foregoing is helpful. Please feel free to contact our office with any additional questions or concerns.

**Thank you kindly for your business.**