



DENISE NORMAN
— & ASSOCIATES, PLLC —

Dear Client:

The laws have changed this year, and we are now required to provide disclosure of certain information within 30 days of the date an Answer is filed in your suit. In order to provide this information in a timely manner, it is imperative for us to have the following as quickly as you are able.

I need the following information:

- Names, addresses and phone numbers of witnesses. This list will include people who have information that would support our position in your case. This will be family members, neighbors, schoolteachers, doctors, counselors, employers, and financial advisors. This is not an all-inclusive list. If there are others that have information that will be helpful, please include them as well. The more information you provide, the more helpful it is in prosecuting the case.

I also need the following documents:

- The last two years bank statements including any accounts on deposit with any financial institution, savings and loans, credit unions and brokerage accounts.
- Two years statements for all pension, retirement, 401(k), SEP/IRA, or other employee benefit accounts.
- Documents, including declaration/benefits page and premium notices for all life, casualty, auto insurance, umbrella, liability, and health insurance.
- Documents related to real estate that you or your spouse owns including property owned prior to marriage and property that was inherited. This list includes closing documents, deeds, mortgage statements. You may need to reach out to the title company for this information.
- All policies, statements, and the summary of benefits for medical and health insurance available for the children or the other spouse.
- Two years of tax returns including IRS Forms W-2, 1099's and Schedule K-1's.
- Two most recent pay stubs

If you do not have access to the accounts and your name is on the account, please make all efforts to obtain the documents.

You may provide this information several ways:

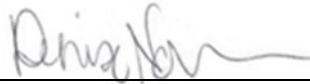
- Provide a flash drive with the information, spreadsheet, and documents
- Upload the documents to our case management program
- Deliver hard copies to my office.

Please do not email the documents to our office in a piecemeal fashion as that increases the likelihood that they could be overlooked.

Let me know if you have any questions. I need as much of the above items as you can provide within two weeks of the date that you retained me.

Sincerely yours,

LAW OFFICE OF DENISE NORMAN

A handwritten signature in black ink, appearing to read "Denise Norman", is positioned above a horizontal line.

DENISE NORMAN
Attorney