QUALIFIED DOMESTIC RELATIONS ORDER QUESTIONNAIRE
PETITIONER-RESPONDENT

Name_____
Address_____
City_____ State _____ Zip_____ County_____
Telephone _____Date of Birth_____ S.S.# _____

1. Name and Address of the Court where the divorce is on file:
   _____
2. Case Number _____Date of Marriage_____Date of Separation _____
3. Date of Judgment (if any) _____
4. What is the name and address of the Company, Plan or Union that QDRO will be on?
   _____
5. What is the correct name of the Benefit Plan or Plans which this QDRO seeks to split?
   _____
6. Is this Plan a Defined Benefit, Defined Contribution, ESOP, Hybrid? (Circle all that apply)
7. Who is the Participant in the Plan?_____
8. In this QDRO, who will be the Alternate Payee (person to receive benefits)?_____
9. What is that person's relationship to the Participant?_____
10. Is this QDRO being used to split the retirement as a property settlement, child support or spousal support? _____
11. What are Participant's dates of Service to the Plan? _____
12. Does the Plan require a Joinder? _____
13. If a Joinder is required, has one been served? _____
14. What does the Judgment say about the benefits to be split? Attach a copy of the portion of the Judgment/MSA dealing with the QDRO.
    _____
15. If the Plan allows it, how does Alternate Payee want his/her share?
    _____
16. If the Plan allows Alternate Payee to name a Beneficiary to his/her share, who would Alternate Payee name?
    Name: _____
    Address: _____
    Date of Birth: _____SS#_____
    Relationship to Alternate Payee: _____
17. Name, address and telephone number of at least one person at the Plan, or Company, our office can contact regarding the QDRO who would be knowledgeable:
    _____
18. Attach a copy of a sample QDRO and rules of the Plan that you obtained from the Plan for the purpose of crafting a proper QDRO.

ACKNOWLEDGMENT AND AUTHORIZATION

I understand that the Legal Document Assistant (LDA) preparing my documents is NOT an attorney, cannot select forms and DOES NOT give legal advice. I hereby direct the Legal Document Assistant to type and perform certain services as outlined in the Contract for Services which we each executed regarding this matter. I further declare that the foregoing information which I have provided is, to the best of my knowledge, true and correct

Date: _____ _____

Signature