DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Number: \_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Applicant Signature)

Dear Applicant:

Your application form for CUSTODY has been reviewed and you are eligible for assistance pending document review. The next step in the application process is for you to provide COPIES of ALL of the documents listed below. Your application will not be considered as complete until we receive this letter and ALL of the listed documents below. DO NOT SUBMIT ORIGINAL DOCUMENTS. Keep all original documents with your personal records. Legal Aid Society cannot be responsible for keeping or returning original documents. Please do not staple any of the documents. Return this letter with a check mark next to each applicable paragraph indicating that you have attached ALL of the required documents. If we do not receive this letter and ALL of the required documents within 10 days from the date you were notified that you were eligible for services, we will close your case and remove your information from our database. This may enable the opposing party or someone else to apply for services against you.

[ ]  **1.  Financial Declaration:** I have attached a fully completed and signed Financial Declaration with ALL of the required documents pursuant to Utah Rule of Civil Procedure 26.1.

[ ]  **2.** **Taxes:** I have attached copies of my complete federal and state income tax returns, including Form W-2, Form 1099, and Form K-1, and supporting tax schedules and attachments for the most recently FILED tax year. (If you did not file income tax returns for the most recently FILED tax year, you will need to get a verification letter from the IRS of non-filing to show that you did not file. You may obtain this information by visiting: http://www.irs.gov/Individuals/Get-Transcript OR by contacting your local tax commission to schedule an appointment to obtain this information.)

**Proof of All Earned and Unearned Income**

[ ]  **3.  Pay Statements:** I have attached copies of my last 3 months of pay statements from all employers starting with the most recent employer. (You may have to contact the HR department of your current or former employer(s) to obtain this documentation. **OR**

[ ]  I have not been consistently employed for the last 3 months, I have provided pay statements for the months I did work and filled out and attached a 12 Month History form.

[ ]  **4.** **Government Benefit Statements:** I have attached copies of all government benefit statements for myself and/or my child/ren: unemployment insurance, public assistance benefits received under a housing subsidy program, the Job Training Partnership Act, Cash assistance provided under the Family Employment Program (FEP) or Temporary Assistance for Needy Families (TANF), and other general assistance. You can request a benefits statement from the State of Utah here: https://jobs.utah.gov/mycase/. You can request a benefits statement from the Social Security Administration at the link here: <https://www.ssa.gov>; **OR**

[ ]  I do not receive any government benefits.

[ ]  **5.** **Financial Accounts:** I have attached copies of financial statements for the last three months for ALL financial accounts held in your name solely or jointly with your spouse including checking, savings, mortgage, retirement, money market, credit card accounts, certificates, investments accounts, as well as online transfer accounts, such as Venmo, Zelle, Paypal, Cashapp, Apple pay and other related applications You may need to contact your financial institutions to request these records; **OR**

[ ]  I do not have any financial accounts.

**Personal Identification Documents:** The following list of personal identification documents are required by Legal Aid Society and can be photos taken with your phone and attached to an email or photocopies dropped off in person.

[ ]  **6.**  **Photo ID:** I have attached a copy of my current government issued photo ID (US or

foreign) such as driver’s license, US passport, or state ID.

[ ]  **7.  Social Security Card.** I have attached copies of my and my child/ren’s social security cards. (You can request a copy of your social security card at <https://www.ssa.gov/ssnumber/>.)

[ ]  There are no other legal papers that apply to my case.

[ ]  **8.  Birth Certificate**: I have attached copies of the birth certificates for myself and the child/ren you have in common with the person you are filing against. Do not include adult children (unless you are seeking child support for an adult disabled child you have in common with the other party) or any child/ren you do not have in common with the person you are filing against. You can request birth certificates through the office of vital records. The following link is for the State of Utah: <https://vitalrecords.utah.gov/>;

[ ]  **9.  Service Worksheet**: I have attached a fully completed Service Worksheet. If you

cannot provide a current address for the other party, service may take up to four (4) months or more; **OR**

[ ]  I have not attached a service worksheet because my case has already been filed with the court.

[ ]  **10.** **Court Case Filings:** I have attached copies of all filings and documents served in my court case including the petition, answer and/or counterpetition, motions, and ruling orders. (If you do not have copies of these filings, you can get copies through MyCase. Instructions on how to create a MyCase account can be found here: <https://www.utcourts.gov/en/self-help/services/mycase.html>); **OR**

[ ]  My case has not been filed yet.

[ ]  **11.** **ORS Child Support Order:** I have attached copies of my ORS Child Support Order and Child Support Worksheet. (You can obtain a copy of an ORS order and child support worksheet by emailing orswebcss@utah.gov or calling +1 (801) 536-8500. (You MUST include your ORS case number when emailing or calling.) **OR**

[ ]  ORS does not collect child support.

[ ]  **12.  Documented Domestic Violence:** I have attached copies of the protective order,(include request for a protective order, temporary protective order, and final protective order) and police reports, if applicable; **OR**

[ ]  I have not filed a protective order.

If you want to email Legal Aid Society PDFs, please send them to intakecoordinator@lasslc.org.

If you want to submit photocopies of the required documentation in person, please do so at one of our family law clinic locations at either the Matheson Courthouse in Room W-15 (first floor) on Mondays, Wednesdays and Fridays between 1-4:30 pm (if the clinic is closed please drop off your documents in Room W-17) or the West Jordan Courthouse in Room 2501, Monday through Friday between 9 am and 4:30 pm::

Family Law Clinic

[West Jordan District Court](https://maps.app.goo.gl/DDyycrVeeQngSuCC6)

8080 South Redwood Road, Room 2501

West Jordan, Utah 84088

Family Law Clinic

[Salt Lake City District Court](https://www.utcourts.gov/content/utcourts/us/en/about/miscellaneous/directory/court-details.html?id=359)

Matheson Courthouse

450 South State Street, Room W15

Salt Lake City, Utah 84114