



PHX (602) 864-7291
 MESA (480) 835-0300
 www.divorcestore.com

QUESTIONNAIRE FOR:

QDRO
QUALIFIED DOMESTIC RELATIONS
ORDER

APPT ____ PREP ____
 INTV ____ TOTL ____
 PROM ____ @ ____

HOW DID YOU FIRST HEAR ABOUT US? (PLEASE SELECT ONE)

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ÿ YELLOW PAGES (100) ÿ OUR BUILDING SIGN (102) ÿ TV COMMERCIAL (119) ÿ REF BY PREV CLIENT (107) | <ul style="list-style-type: none"> ÿ I AM A PREVIOUS CLIENT (112) ÿ RADIO STATION _____ (113) ÿ BILLBOARD (LOCATION _____)(117) ÿ NEWSPAPER STORY (111) | <ul style="list-style-type: none"> ÿ INTERNET (WWW) (109) ÿ TV GUIDE (AZ REPUBLIC) (121) ÿ REFERRED BY _____ (108) ÿ _____ |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

GENERAL INFORMATION

YOUR FULL NAME: _____ Petitioner Respondent
FIRST MIDDLE LAST

Home Phone: (____) _____ Work Phone (____) _____ **EMAIL** _____

Address: _____ City _____ State _____ Zip _____

Social Security No.: _____ - _____ - _____ Age: _____ Date of Birth: _____

YOUR SPOUSE'S FULL NAME : _____ Petitioner Respondent
FIRST MIDDLE LAST

Home Phone No. (____) _____ Work Phone No. (____) _____

Address: _____ City _____ State _____ Zip _____

Social Security No.: _____ - _____ - _____ Age: _____ Date of Birth: _____

--0--

1. Which party is the "Participant"? (Employee or former employee in the retirement plan): _____
2. Name of Participant's employer or former employer: _____
3. Human Resources Department Contact that handles QDRO's:
 Name: _____ Phone #: _____
 Address: _____
4. Official Name of Retirement Plan: _____
5. Date Participant's employment started: _____ Date Participant's employment ended: _____
6. Date of entry of divorce (if already divorced): _____
7. Name of the Judge/Commissioner who signed the Decree of Dissolution of Marriage: _____
8. Date of Marriage: _____ Date parties physically separated: _____

!ATTACH COPY OF THE DECREE OF DISSOLUTION OF MARRIAGE OR PROPOSED DECREE OF DISSOLUTION!

Comments: _____

QUALIFIED DOMESTIC RELATIONS ORDER - QDRO COMPLETING YOUR CASE

STEP ONE

We need the following documents to start a QDRO:

1. A completed a QDRO Questionnaire.
2. "Plan Administrator Sample/Model Plan" if available. If this is not available we need at least the name, address and telephone number of the Plan Administrator together with account numbers etc.
3. If the divorce is already final we will need a copy of the Divorce Decree.
4. Payment of \$499.00 (a fee of \$399 is charged for each additional QDRO).
5. Payment of \$18.00 for each QDRO for Certification from the Court.

STEP TWO

1. Our QDRO specialist prepares a sample QDRO for the Plan Administrator, so that the Plan can correct any problems before it goes to court. This process can take at least two weeks.
2. All documents are then sent to the Plan Administrator who reviews all the documentation. The Plan Administrator then co-ordinates with our Specialist on any changes and/or approval. It is important to note that this part of the process is totally dependent on the Plan Administrator and can take months.
3. Once we have received the approved QDRO(s), we will call both parties and arrange to have the approved QDRO(s) signed (by both parties) .
4. Once the QDRO(s) has been signed by both parties we will file it with the court for the Judge's approval; this generally only takes a week or two. The Court will generally contact The Divorce Store when your documents are ready to be collected, however in the event that the court calls you directly it is very important that you call your document preparer immediately as we only have a limited time to collect your QDRO and have it certified by the court, (if we miss this deadline we have to wait until the file goes to the "records" department at the court, which can take weeks) at this point we will have them certified and then mail both parties a copy, and send the original certified copy to the Plan Administrator for payout. This entire timeline is dependent upon the Plan Administrator not The Divorce Store. Some plans like the U.S. Government can take up to a year or more, while others can be done in few months.

I HAVE RECEIVED, READ AND UNDERSTOOD A COPY OF THESE GUIDELINES.

Client Signature

Date Signed