

## **HEARING OFFICER CONFERENCE GUIDELINES**

**If child support is an issue in this case**, each party must provide a verified income statement reflecting his or her gross income and adjusted gross income, along with the following documents:

- (a) A copy of federal tax returns for the past two years;
- (b) A copy of the last four (4) pay check stubs or payroll advice statement from all employers;
- (c) If unemployed, proof of unemployment benefits;
- (d) If disabled, proof of disability and benefits such as social security, worker's compensation benefits, etc.
- (e) Health insurance information, including a breakdown of the cost of premiums for medical insurance for yourself, your spouse and your children;
- (f) Expenses incurred for daycare and/or private school, if applicable, including tuition, registration fees, etc. for each child.

Any additional information to be considered by the Court in setting child support, such as pre-existing support orders or evidence of financial support for other children, should also be provided in advance of the conference.

**If spousal support is an issue in this case**, each party must provide an itemized list of income and expenses, reflecting gross monthly income, each payroll deduction, and recurring monthly expenses, such as house note, car note, utilities, etc.

At the Hearing Officer Conference, the parties and their attorneys shall make a good faith effort to discuss and attempt a settlement of the case, narrow the issues, and enter into joint stipulations regarding uncontested matters. If the parties cannot agree on a settlement, then the Hearing Officer will issue a recommendation to the Court. The Hearing Officer Recommendation will include a summary of the disputed and undisputed facts and specific recommendations for disposition of the claims raised by each party. A copy of the Hearing Officer Recommendation will be provided to the parties, who will then have seven (7) days, inclusive of holidays and weekends, to file written objections with the Court. The District Judge to whom the case is assigned will decide the issues to which objections are directed at trial.