

**INSTRUCTIONS FOR COMPLETING
FORM 2.1 HOC AFFIDAVIT
COMMUNITY PROPERTY MASTER LIST**

Purpose of Form 2.1: The purpose of the Community Property Master List is to facilitate quick and easy comparison of the parties' positions on each asset, debt, and item of reimbursement. *This works only if the parties present their information in the same format.*

Order of Completion:

1. The Petitioner/Mover (in the partition) shall be the first to complete Form 2.1
2. The Petitioner shall file Form 2.1 with the Hearing Officer and with opposing counsel at least 20 days prior to the HOC.
3. Said filing shall consist of both hard (paper) copies and electronic transmission via email to opposing counsel, and to Hearing Officer Sullivan at lisatsullivan@live.com, Hearing Officer Traylor at ctraylor@4jdc.com or Hearing Officer Green at vgreen@4jdc.com .
4. Word Perfect is the preferred format.
5. The Respondent shall then complete his/her Form 2.1 *using substantially the same format as the Petitioner* for ease of comparison. All items shall use the same numbering system as Petitioner, where possible. Supplemental numbering is allowed for additional items not previously listed by Petitioner/Mover.
6. Respondent shall file his/her Form 2.1 at least five days prior to the conference, both hard and electronic copies as set forth above.