

# Financial Affidavit



**TWENTY-FIRST JUDICIAL CIRCUIT: Kankakee County**  
**First Edition, 2017**

# Financial Affidavit

Have this ready for the Case Management Date

## YOU WILL...

1. Complete the Financial Affidavit form;
2. Photocopy and attach supporting documents;
3. Send a copy of the Affidavit and the supporting documents to your spouse or your spouse's attorney; and
4. Provide a copy to the judge overseeing your case.

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## What is the Financial Affidavit?

This is a form that lists income, assets, expenses, and debts. It shows how much income is available to you each month. Child support and spousal support are calculated from your affidavit and your spouse's affidavit. All information in the affidavit has to be complete and truthful. Providing false information may result in sanctions against you.

## How Do I Calculate My Income?

If you get paid the same amount per pay period, you can figure out how much you make each year. Once you know how much you make each year, you can divide that number by 12 to figure out your average pay per month.

If you don't make a fixed amount per month, you should make your best estimate of how much money will be available to you each month. Write on the form that it is an estimate.

## Where Do I Find the Affidavit Form?

You can use ILAO to fill out the affidavit online. ILAO provides step-by-step instructions. See page X below to learn how to access the website.

## What Information Does the Form Ask For?

1. Information about you, your marriage, and your children
2. Your employment
3. Your recent income
4. Monthly tax deductions from your income
5. Monthly living expenses
6. Transportation expenses
7. Personal expenses for you and for your children
8. Your debts
9. Your assets (cash, debit cards, stocks, real estate, vehicles, etc.)
10. Health insurance

## What Else Do I Provide?

You also have to provide "documentary evidence." These are any documents that back up your answers in the affidavit. Tax returns, pay stubs, bank statements, and titles to property are some examples of supporting documents.

### **Who Gets Copies of My Affidavit and Documents?**

The best practice is to provide **five** copies of the affidavit and the documents to the following people:

1. **Two** copies to the Court Clerk. One of these should be **redacted** (confidential information blacked out with a marker), because it is scanned into the computer file. The other copy should not be redacted; it will go into a sealed file.
2. **One** (unredacted) copy to your spouse.
3. **One** (unredacted) copy to your judge.
4. **One** (unredacted) copy for you to keep.

If you cannot afford to make five copies, you must **at least** provide the Clerk with one clean copy and one redacted copy. Don't give away your original supporting documents. Bring them to the case management date and explain your situation to the judge.

### **How Do I Submit the Finished Affidavit and Documents?**

1. After filling out the ILAO form, gather your affidavit and the supporting documents.
2. Make 5 sets of photocopies of the affidavit.
3. Make 5 sets of copies of the documents.
4. On one affidavit and set of photocopies, use a black marker to redact (cover up) any confidential information: for example, Social Security numbers, bank account numbers, names and birthdates of minor children, etc.
5. Match a financial affidavit with each set of supporting documents.
6. Get a **Notice of Confidential Filing** form from the circuit clerk. (See example on page 3.) Fill it out and attach it to a non-redacted copy. Give the clerk this copy **and** the redacted copy.
7. At the case management date, give a copy to your judge and a copy to your spouse. Keep one copy for your records.

# SAMPLE: Notice of Confidential Filing

In the Circuit Court of the 21<sup>st</sup> Judicial Court  
Kankakee County, Illinois

\_\_\_\_\_ ) Case No. \_\_\_\_\_  
Plaintiff / Petitioner )  
 )  
 )  
Vs )  
 )  
 )  
\_\_\_\_\_ )  
Defendant / Respondent

## NOTICE OF CONFIDENTIAL INFORMATION WITHIN COURT FILING

Pursuant to Illinois Supreme Court Rule 138, the filer of a court record at the time of filing shall include a confidential form which identifies the full social security numbers for any individuals whose social security numbers are redacted within the filing. This information will not be available to the public and this document will be stored in a separate location from the case file.

### Party / Individual Information:

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
SSN: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
SSN: \_\_\_\_\_

*(Please attach additional pages, if necessary.)*

# Financial Affidavit – ILAO

Quick Link:

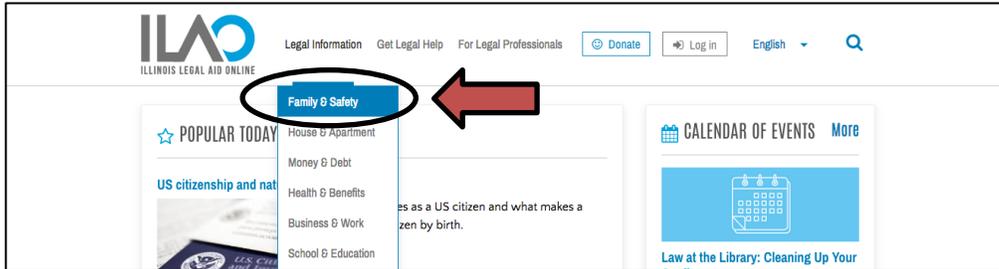
<https://www.illinoislegalaid.org/legal-information/financial-affidavit>

## Step 1.

Go to <https://www.illinoislegalaid.org>

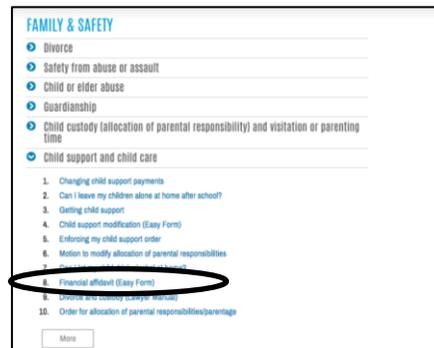
## Step 2.

1. Move the mouse over the **Legal Information** section at the top of the page.
2. In the drop-down options, click on **Family & Safety**.



## Step 3.

1. You are now on the **Family & Safety** page.
2. In the list of topics, click on **Child Support and Child Care** to open more options.
3. Click **Financial affidavit (Easy form)**.



## Step 4.

1. You are now on the **Financial Affidavit** page. Take a moment to read the directions on the website.
2. When you are ready to begin, click **Begin: Financial Affidavit program**.