

Comprehensive Divorce Mediation Checklist (Idaho-Ready)

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Category	What to Bring / Do	Why It Matters
Identity & Case Basics	☐ Government ID ☐ Any filed court papers (with case number) ☐ Prenuptial or post-nuptial agreements ☐ Contact info for your divorce attorney/divorce lawyer	Confirms your identity and ensures the mediator and court have accurate case details.
Income & Budgets	☐ Two months of pay stubs ☐ Most recent tax return (plus W-2/1099) ☐ Recent bank statements & financial statements ☐ List of bank accounts and recurring bills ☐ Simple monthly budget (housing, childcare, debt, etc.)	Helps calculate fair spousal support and child support. Clarifies each spouse's financial picture.
Assets, Debts & Property	☐ Property deeds, mortgage/HELOC statements ☐ Appraisals or realtor estimates ☐ Investment & retirement account statements (401(k), IRA, pension) ☐ Loan and credit card balances (with interest rates) ☐ Notes on marital assets and separate property ☐ List of desired property division outcomes	Ensures accuracy for property division and debt allocation; prevents disputes during the mediation process.
Kids & Parenting	☐ School calendars, daycare, and medical info ☐ Draft parenting plan ideas (custody schedule, holidays, travel, decision-making) ☐ Back-up caregiving options	Forms the foundation of your child custody and parenting plan discussions.

	☐ Notes on communication preferences & visitation arrangements	
Insurance & Benefits	☐ Medical, dental, and life insurance policies ☐ Premium and coverage summaries ☐ Health insurance options after divorce (COBRA, marketplace, or employer)	Clarifies who will maintain health insurance for children and spouses after the divorce process.
Support & Taxes	☐ Draft child support and spousal support numbers ☐ Copies of prior orders or agreements ☐ Tax documents related to alimony or dependency claims ☐ Knowledge of post-2018 alimony tax rules (IRS Pub. 504)	Keeps negotiations aligned with tax law and child support guidelines; prevents surprises later.
Retirement & QDRO	☐ Retirement plan statements (401(k), IRA, pension) ☐ Contact for plan administrator ☐ Plan on preparing a Qualified Domestic Relations Order (QDRO) (DOL Guide)	Divides retirement plans correctly; ensures no penalties or delays in processing.
Mindset & Emotional Prep (1–2 Weeks Before)	☐ Clarify top priorities and “no-go” items ☐ Talk to a counselor or friend for support ☐ Practice calm, factual communication ☐ Review goals for a successful mediation	Emotional readiness makes the negotiation process more productive and less stressful.
During Mediation Sessions	☐ Bring organized folders or a digital binder ☐ Listen before responding ☐ Ask clarifying questions ☐ Take breaks when needed ☐ Stay focused on mutually beneficial solutions	Encourages productive dialogue, reduces emotional escalation, and helps reach a fair agreement.

After Mediation (1 Week–3 Months Post-Session)	☐ Have your divorce attorney review the mediation agreement ☐ Finalize and sign the marital settlement agreement/divorce settlement agreement ☐ File with court and pay filing fees ☐ Implement financial transfers and QDRO steps ☐ Update health & life insurance, beneficiaries, and child support setup	Transforms your mediated decisions into legally binding outcomes and ensures nothing falls through the cracks.
Optional Idaho Resources	☐ Idaho Rule of Family Law Procedure 603 ☐ Idaho Rule of Evidence 507 ☐ Idaho Child Support Guidelines ☐ COBRA FAQ – U.S. DOL ☐ Idaho Mediation Association Standards of Practice	Trusted references for Idaho family law and mediation r