

Meeting Minutes/Letter:

Client
Address

Other Party
Address

Other Lawyer
Address

Re: Smith and Smith

Dear Bob, Judy and Catherine:

Next Meeting

Our next collaborative law four way meeting is scheduled for 1:30 p.m. on Thursday, October 11, 2003 at my office.

Discussions, Exchange of Information and Documents

The following information was exchanged:

The following concerns were expressed:

Judy signed and delivered the September 21, 2003 dated Notice and Acknowledgment of Receipt.

Agreements

During our meeting on September 21, 2003 a number of agreements were reached as follows:

1. We scheduled our next meeting as set forth above.
2. We signed the Principles and Guidelines and the Stipulation and Order Re: Collaborative Law.

Tasks

[The lines before each task can be checked after the completion of a task.]

Catherine:

1. _____ Catherine assumed responsibility for filing the Stipulation and Order Re: Collaborative Law and will provide an endorsed-filed copy upon receipt.

Judy:

1. _____ Judy agreed to forward to Jane Vocational one-half of the retainer which she requested.

2. _____ Judy agreed to complete and deliver her Preliminary Declaration of Disclosure by October 1, 2003.

Bob:

1. _____ Bob agreed to forward to Jane Vocational one-half of the retainer which she requested

2. _____ Bob agreed to request a copy of the 1997 joint federal income tax return from the IRS and to continue to look for the his copy among his records.

Steve:

1. _____ Steve agreed to forward to Catherine a request for those financial records of Judy which he and Bob would like to review.

Agenda for the Next Meeting

We identified agenda items for our next meeting as set forth below.

1. The filing of joint federal and state income tax returns for the calendar year 2003.

By way of review Bob specifically requested the following treatment of taxes for the calendar year 2003:

A. An agreement that joint federal and state income tax returns be filed for the calendar year 2003.

B. An agreement that taxes due on the 2003 federal and state income tax returns be paid by Bob with the exception of the taxes attributable to Judy's passive earnings which taxes should be paid by Judy.

C. An agreement that Bob receive credit for all of the withholding from his separate property 2003 earnings.

2. The disposition of the \$2,000 tax refund for the calendar year 2002.

Bob requests that Judy be allocated 26.2% of the refund and that he be allocated 73.8% of the refund based upon the date of separation being July 9, 2002.

3. Temporary spousal support.

4. Ongoing discussion of property issues.

We also identified the following as long term agenda items:

1. Spousal support

2. Holiday and vacation parenting schedules

3. College expenses for Suzi and Sam

If there are other items which anyone believes should be added to the agenda please let me know.

Request for Corrections

If there were agreements which I missed or items which I included as an agreement which any of you believe were not accurately stated please let me know.

Very truly yours,

Steven C. Neustadter

Optional: A signature block can be included so everyone can sign the minutes at the next meeting. This may be helpful if the agreements include temporary support provisions or other agreements you wish to have memorialized in writing:

Approved:

Judy Client

Bob Client

Catherine Conner

Steve Collaborator