

**PACKET #6N —  
INSTRUCTIONS for “STATEMENT OF ASSETS AND LIABILITIES”**

**Notice about these instructions and forms.**

*These instructions are not a complete statement of the law. For legal information, please talk to a lawyer, visit your local law library. The instructions may refer to some forms not included in this packet. If you have a question about a form you cannot locate, you should consult your local court which may have the form available.*

**IMPORTANT:** Check with your local court or your court’s family law facilitator to make sure you have followed the procedures and used the correct forms for your court. Many courts have their own forms and rules. Information about how to contact your local court may be found at the Oregon Judicial Department website: <http://www.courts.oregon.gov>.

**INSTRUCTIONS**

If you are seeking a dissolution of marriage, separation, or annulment, Oregon law requires each party to submit to the court and serve on the other party a statement listing all assets and liabilities that are to be distributed by the court. This is required in all contested cases (where the parties cannot agree) at some time before trial in your case (check with your local court regarding its rules for when to file it). The Statement includes information about all real property, personal property, and debts acquired both separately and jointly by the parties, before and during the marriage.

**FILLING OUT THE FORM**

1. Fill out the top portion by entering the county in which the proceeding is taking place, the names of the parties, and the case number.
2. Check the box indicating your status as Petitioner or Respondent.
3. Provide complete information for each category of assets and liabilities. If any of the categories do not apply to you, write “N/A” in the space instead of leaving the space blank. If the space provided does not give you enough room, attach an additional sheet of paper with the rest of your response. If you are attaching additional sheets, check the box and write in the number of sheets you are attaching.
  - Under the heading labeled “Claimed Value” write in the value of what you think the asset is worth or the amount of the debt to the best of your knowledge.
  - Under the heading labeled “Proposed Distribution” write in the name of the party you think the court should order to assume ownership and responsibility for the asset or liability.
4. Sign and then print your name and enter the date.
5. Under “Certificate of Document Preparation” check the box that applies to your situation.
6. Under “Submitted by,” sign and then print your name and provide the information asked for.

**FILING AND SERVICE**

**File the Original with the Court**

Make two copies of the **Statement of Assets and Liabilities** form. Including the original, you will have three documents. The original goes to the court, one copy will be served on the other parent, and the other copy you will keep for your records. File the original document with the court clerk.

**Serving the Other Party**

Sign your name again under “I certify that this is a true copy.” Mail this copy to the other parent and file the **Certificate of Mailing** form with the court.