

## INSTRUCTIONS FOR STATEMENT OF INCOME, ASSETS, DEBTS, AND LIVING EXPENSES

These instructions are only intended to provide information on how to fill out this form. It is not intended to substitute legal advice. There may be additional documents and procedures for your particular type of civil action. If you have any legal questions regarding the specific facts of your case, please consult with an attorney.

For other questions, you may contact the Trial Court at (715) 284-2722. In addition, copies of the applicable law can be found on the Nation's website located at [www.ho-chunknation.com/HCNLaws.aspx](http://www.ho-chunknation.com/HCNLaws.aspx) or by contacting the Ho-Chunk Nation Legislature at (715) 284-9343 or (800) 294-9343.

**Do not include these instruction sheets when you file the completed form.**

**Statement of Income, Assets, Debts, and Living Expenses:** A Statement of Income, Assets, Debts, and Living Expenses provides the court with a summary of your financial situation.

### Instructions:

- **Page 1, Lines 3-9:** Enter the case number, if known. Otherwise, leave this section blank and the Court will fill it in.
- **Page 1 (Left Side), Lines 12-14:** Enter your full, legal name on the line provided.
- **Page 1 (Left Side), Lines 15-18:** Enter the number of household members residing with you.
- **Page 1 (Left Side), Lines 19-27:** Enter your employer's information.
- **Page 1 (Right Side), Lines 12-27:** Check the corresponding box that applies to your situation.
- **Page 2, Lines 1-7:** Provide details about your monthly household income i.e. for each item listed, state how much each household member earns per month. Estimate to the best of your knowledge if exact figures are unknown. Attach additional statements for each household member if necessary.
- **Page 2, Lines 8-11:** Provide details about your mandatory monthly household deductions i.e. for each item listed, state how much each household member has deducted from their monthly income. Estimate to the best of your knowledge if exact figures are unknown. Attach additional statements for each household member if necessary.

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- **Page 2, Line 12:** Enter your net monthly household income i.e. total monthly income minus total mandatory monthly deductions.
- **Page 2, Lines 13-20:** Provide details about the assets you possess. For each asset, provide a description and estimate its value.
- **Page 2, Line 21:** Enter the total value of your assets.
- **Page 2, Lines 22-26:** Provide details about your long term debts and monthly expenses. For each long term debt or monthly expense, state the creditor's name, balance owed, and the monthly payment. Estimate to the best of your knowledge if exact figures are unknown.
- **Page 2, Line 27:** Enter the total amount owed i.e. long term debts plus monthly expenses.
- **Page 3, Lines 1-15:** Provide details about your other monthly debts and expenses i.e. state how much you spend per month on each item listed. Estimate to the best of your knowledge if exact figures are unknown.
- **Page 3, Line 16:** Enter your total monthly payments i.e. add up all your other monthly debts and expenses.
- **Page 3, Lines 17-28:** After you complete the form, you must sign and date the form and have it notarized.