northshore QDROs

PROCEDURES CHECKLIST

WHILE THE FOLLOWING MAY BE SUBMITTED BY YOUR CLIENT,
WE MUST BE RETAINED BY AN ATTORNEY

To initiate the applicable draft QDRO(s) with Northshore QDROs, please forward the following ***via email or hard copy*** together with payment of $400.00 for the first benefit slated for division and $250.00 for any additional retirement benefits to be addressed in the interest of the same parties:

___● Applicable payment – We accept law firm checks, money orders, bank checks or law firm credit cards. Payment must be paid prior to drafting the QDRO. Payment may be made through our website – Pay my Bill. (*We do not accept personal checks from your client.)*

___● A copy of the case style/heading/caption along with the signature page utilized in your jurisdiction.

___● A copy of the parties' settlement terms as pertains to the division of retirement assets.

___● Any official plan statement or document that properly references the Plan name to be addressed in the body of the QDRO.

___● **A letter on the hiring attorney's letterhead indicating that said attorney is our client, confirming representation of one of the parties to the Order.**

___● A completed QDRO Intake Form for each benefit to be divided, *initialed by the hiring attorney.*

We hope the foregoing is helpful. Please feel free to contact our office with any additional questions or concerns.

Thank you kindly for your business.

Northshore QDROs
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