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**Using This Revisable PDF Form**

1. Attachments - As appropriate, copies of the following document(s) should be attached to this form as noted in Data Elements 3 and 4.
  - a. Petition
  - b. Motion
  - c. Order
  - d. Report
  - e. Transcripts
  - f. Other document(s), if applicable
2. Preparation details.
  - a. This form is used by a party, attorney, or guardian *ad litem* to file financial information of the Respondent that is required to be filed and otherwise would be included in a petition, motion, order, report, or transcripts or other document. Financial information of Respondent to list on this form includes identifying account numbers for specific assets, liabilities, incomes, accounts and credit cards.
  - b. The attorney, party, or guardian *ad litem* who prepares or submits a petition, motion, order, report, or transcripts or other document must ensure that any such protected information is removed from the document prior to filing the document with the clerk and included on this form.
  - c. Attach additional sheets to this form for other information, as needed.

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**Data Elements**

1. Court case number.
2. Check box to indicate city or county and enter name of court.
3. Check appropriate box indicating the type of document this addendum is being filed with.
4. If box for “Other” is checked, identify the document that is being filed.
5. Enter the name of the Respondent.
6. List the names of assets, liabilities, incomes, accounts and credit cards of the Respondent.
7. List the account numbers or other identifying information for items listed in Data Element 6.
8. List the approximate value of names of assets, liabilities, incomes, accounts and credit cards of Respondent listed in Data Element 6.
9. Date form is signed.
10. Signature of party, attorney, or guardian *ad litem* signing form. **Signature not entered online.** Check the applicable box to indicate party, attorney, or guardian *ad litem* as subscriber.
11. Printed name, address and telephone number of party, attorney, or guardian *ad litem* signing form.

**ADDENDUM FOR FINANCIAL  
INFORMATION— CONFIDENTIAL  
(GUARDIAN AND/OR CONSERVATOR)**

Commonwealth of Virginia  
Va. Code § 64.2-2000.1

Case No. **1** .....

In the Circuit Court of the [ ] City [ ] County of **2** .....

**This addendum is filed with and incorporated by reference in the document(s) indicated below, from which the protected financial information contained herein has been removed by the guardian *ad litem*, attorney or party whose signature appears below. This addendum shall be used to distribute such information only as required by law, and may be made available only to the parties, to their attorneys, the guardian *ad litem*, the commissioner of accounts or assistant commissioner of accounts, and to other person(s) as the court may allow for good cause shown.**

**3** [ ] Petition [ ] Motion [ ] Order [ ] Report [ ] Transcript [ ] Other: **4** .....

**5**  
.....  
RESPONDENT (LAST, FIRST, MIDDLE)

NAME OF ASSET, LIABILITY, INCOME, ACCOUNT, OR CREDIT CARD	ACCOUNT NUMBER OR OTHER IDENTIFYING INFORMATION	VALUE
<b>6</b>	<b>7</b>	<b>8</b>

Attach additional sheet(s) for other information, as needed.

**9** ..... **10** .....

DATE [ ] PARTY [ ] ATTORNEY [ ] GUARDIAN AD LITEM

**11** .....

PRINT NAME ADDRESS /TELEPHONE NUMBER OF SUBSCRIBER