



**Important Note:** Only attorneys may retain our services. Although our company employs practicing attorneys, we do not represent clients or perform any services for non-lawyers. If you are a party in a divorce and wish to use our services, please have your attorney contact our office.

## To retain our services, you must provide the following:

**Instructions:** If you are requesting our office prepare an Order, please provide a copy of the Separation Agreement or Judgement Entry, or in the event that these do not yet exist, instructions on how to divide the benefit.

**Prepayment:** You may send a check by mail or pay online at <https://www.qdrogroup.com/PayNow/>. Please note we require full prepayment before we prepare any documents, and you can find our full fee schedule at <https://www.qdrogroup.com/started/Fees.php>.

**Request Form:** <https://www.qdrogroup.com/started/OrderForms.php> Complete the appropriate request form indicating the services requested.

### Submit your request:



**Online**  
[Click Here](#)



**Email**  
admin@qdrogroup.com



**Mail**  
780 East Smith Road, Medina, OH 44256

Please note, if we do not receive the three items listed above (including a minimum \$200 prepayment) within 45 days, we will consider ourselves not to have been retained and will return all documents to you.

**Once retained, we may also require additional documents. After reviewing your submission, we will advise you if we require any further documentation. In the event that you have any of the following items, please provide them with your initial submission. This may expedite the process.**

- Current Account Statement (for Defined Contribution Plans) or Accrued Benefit Statement (for Defined Benefit Plans)
- An authorization form signed by the Participant allowing us to approach the plan administrator for information. The appropriate Authorization Form can be found at <https://www.qdrogroup.com/started/OrderForms.php>
- Balances/statements as of the assignment date to be used
- Model QDRO Language
- Written QDRO Procedures
- Summary Plan Description
- Miscellaneous information/documentation pertinent to the case

This document is meant to be a guide to help attorneys know what they must provide to retain our services. As always, we welcome phone calls. We are glad to discuss the specifics of your case and what information we would need from you to get started.