

**CLIENT INFORMATION**

**Client's Name (how you want it on the documents):** \_\_\_\_\_

Address:

Phone:

D.O.B.:

SSN:

Secure Email:

County of Residence:

Length of time living in this County:

Number of marriages, including this one:

Employer:

Employer Address:

Employer Phone:

Annual Salary:

**DO YOU AND YOUR SPOUSE HAVE MINOR CHILDREN TOGETHER?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Date of Marriage:**

**Place of Marriage:**

**Approximate date of Separation:**

**Wife Maiden Name:**

Is she taking it back?

**Spouse' Name (how you want it on the documents):**

Spouse Address:

Spouse Phone:

Spouse D.O.B.:

Spouse SSN:

Spouse email:

County of Residence:

Length of time living in this County:

Number of marriages, including this one:

Employer:

Employer Address:

Employer Phone:

Annual Salary:

**Do you and/or your Spouse have children from a previous relationship? Explain:**

**Do either of you receive or pay child support for children from a prior relationship? Explain:**

**Do you and/or your Spouse pay spousal support to a prior spouse? Explain:**

**Do you and/or your Spouse own real estate?**

Address:

County:

What will happen with this property?

Who is on the mortgage? If the mortgage is joint, what do you want to do about the mortgage?

**Is there a history of domestic abuse?** If yes, has there ever been police involvement? Charges? Restraining orders?

**Is there a history or problem with drugs and/or alcohol?**

**Are you currently involved in a bankruptcy case?**

**Are either of you an active duty service member?**

**Spousal Support.** Will you be seeking? Will your spouse be seeking? Explain how you want this handled.

**Do you and/or your Spouse own Household Belongings?** If so, how will they be divided?

**Do you and/or your Spouse own Vehicles?** (List make, model, year, loan balance, name(s) on loan, and current value). **What do you want done with the vehicles?**

**Do you and/or your Spouse have Bank Accounts?** (List bank, type of account and estimate of balances)  
**Who will get each account?**

**Do you and/or your Spouse have Stocks & Bonds?** Explain and who will get?

**Do you and/or your Spouse have Retirement Accounts?** Explain, list type and estimated value, and what do you want done with the accounts?

**Do you and/or your Spouse have Cash-Value Life Insurance?** Explain and who will get?

**How do you and your spouse intend to file taxes for the Current Year?**

**Are there joint or individual debts that need to be addressed?** List debts and who is liable. If joint, who will be responsible for each debt or will you split the debts?

**Harassment clauses?** Is harassment a problem?

**Do you or your spouse have business interests?** If so, explain. **What will happen with the business?**

**Who currently pays for Health Insurance? Who is covered?**

**Who is paying for this legal action** (i.e., legal fees, court costs, etc.)?

## CHILDREN

**Do you and your Spouse have children together? (If so, need info below & Parenting Plan information)**

Child 1 Name:

Child D.O.B.:

Where does child live?

Where was child born?

Child 3 Name:

Child D.O.B.:

Where does child live?

Where was child born?

Child 2 Name:

Child D.O.B.:

Where does child live?

Where was child born?

Child 4 Name:

Child D.O.B.:

Where does child live?

Where was child born?

**List every address where your child has lived for the last five years, dates at each address, and who lived at each address with the child: (If you cannot remember the exact address, put down as much as you can remember)**

**Will your child(ren) be covered on health insurance?** If so, enter the information requested below:

Party responsible for providing insurance:

Employer:

Employer Address:

Employer Phone:

Insurance Company:

Insurance Address:

Insurance Phone:

Group Number/ID:

Monthly cost:

**Shared Parenting v. Sole Custodian?** Do you want shared parenting? Or do you want one of you to be named sole custodian of the children? *(Remember, these are custody designations – either one of you has custody or you both have joint custody – Parenting time is addressed below)*

**Parenting time:** Explain what is in place and what you want. Include how you want to deal with vacations and holidays.

**Child Support:** Is there an order already? If so, provide documentation. If not, is someone seeking child support? If yes, explain:

**Do you or your spouse pay for day care? If so, how much?**

**Medical Expenses?** How should the children's "after insurance" medical expenses be handled?

**Clothing and/or school fees, sports, extracurricular?** Who will pay for these or will you share cost in some manner?

**Tax Exemption for children.** Who will get to claim the children?



**If there is a custody arrangement in place (i.e., prior court order or temporary order), please provide documentation, decree, etc.**

**ADDITIONAL INFO:**

**FYI: DOCUMENTS THAT MAY BE NEEDED FROM YOU – particularly in contested matters:**

1. Copies of any existing court orders, decrees, or child support notices
2. Pay stubs – most recent. If you do not have paystubs, then bank statements, award letters or other proof of payment will be required.
3. Last three years tax returns
4. Last three years bank statements and credit card statements
5. Appraisals of Real Estate
6. Accounting of money spent during pendency of this case
7. Balances due on liabilities/debts
8. Most recent retirement plan summary
9. Health Insurance information and cost of COBRA for that plan
10. Copies of deeds
11. Copies of vehicle titles (unless in possession of other party)

**Note: There may be additional information needed based on the specifics of you case**