



INTAKE SHEET FOR DIVORCE

Please answer all questions honestly and completely so that we may check for any potential conflicts of interest and so that we may properly evaluate your case. If you do not know the information answer "UNK" and if the information does not exist or apply to your circumstances answer "N/A." Please do not leave anything blank. ALL INFORMATION CONTAINED HEREIN IS KEPT STRICTLY CONFIDENTIAL.

TODAY'S DATE: _____

Is anyone accompanying you to the consultation? _____ If yes, please give names of each person and your relationship to each: _____

***Please be aware that by allowing a third party to sit in on your legal consultation, you are waiving any attorney-client privilege that may otherwise exist.*

I. PERSONAL INFORMATION:

Your full name: First Name _____ Middle _____ Last Name _____

Maiden Name (if applicable): _____

Name you prefer to be called: _____

Phone-Home: _____ wk.: _____ cell: _____

Fax #: _____ E-mail address: _____

Your home address: _____

This residence is: [] permanent [] temporary – how long? _____

Others currently residing in same household, and relationship of each: _____

May we send correspondence to you at the address listed above? [] YES [] NO

* If no, where? _____

Date of Birth: _____ Place of Birth (City, State): _____

Are you a U.S. citizen or U.S. permanent resident? _____

If not, please provide information below of your current visa status.

Social security #: _____ DL # and State: _____

Occupation: _____ Employer: _____

Employer address: _____



How long at that job? _____ This job is: [] full time [] part time [] temporary
 You are paid: [] Salary [] hourly wage [] commission [] other: _____
 Do you receive bonuses? _____ If yes, how often? _____
 How are you paid (every week, every other Friday, etc.): _____
 Average gross monthly income from job: _____
 Work schedule: _____
 Are you required to travel for work? _____ If yes, how often? _____
 List income from all other sources (disability, rental income, royalties, etc.): _____

 Professional licenses or degrees held: _____

Emergency Contact(s):

1. Name: _____ Phone: _____
 Relationship: _____
2. Name: _____ Phone: _____
 Relationship: _____

II. INFORMATION ABOUT YOUR SPOUSE:

Full name: First Name _____ Middle _____ Last Name _____
 Maiden Name (if applicable): _____
 Date of birth: _____ Place of birth (city, state): _____
 SS#: _____ DL# and State: _____
 Phone - home: _____ work: _____ cell: _____
 E-mail address: _____ fax #: _____
 Residence Address: _____
 Mailing address (if different from above): _____
 Others currently residing in same household with him/her: _____

 Occupation: _____ Employer: _____
 Employer's address: _____
 How long at that job? _____ This job is: [] full time [] part time [] temporary
 Spouse is paid: [] Salary [] hourly wage [] commissions [] other: _____
 Does he/she receive bonuses? _____ If yes, how often? _____
 Average gross monthly income from job: _____
 Income from all other sources (disability, investments, royalties, etc.): _____
 Describe his/her work schedule (days of week, times, etc.): _____



Is he/she required to travel for work? _____ If so, how often? _____
 Professional licenses or degrees held: _____

III. GENERAL INFORMATION ABOUT THE MARRIAGE:

Do you feel that you or your children are in immediate physical danger? _____
 Which terms of the divorce will your spouse most likely contest? _____
 Are there currently minor children from this marriage? [] NO [] YES If yes, how many: _____
 Date of Marriage: _____ Date of Separation: _____
 Place of Marriage (city, state): _____
 Is this a common law marriage? [] NO [] YES [] Not sure
 Is there a pending Divorce Petition at this time? [] NO [] YES – date filed: _____
 If yes, you are the [] Petitioner [] Respondent
 Are Temporary Orders currently in place? [] NO [] YES – date: _____
 Did you sign a prenuptial or postnuptial agreement? [] NO [] Yes – Date: _____
 Previous Marriages? _____
 Are you and/or your spouse currently in a bankruptcy? _____
 If yes, when will the bankruptcy be completed? _____

IV. BACKGROUND INFORMATION:

(Please check all that apply - If you need additional space, feel free to use back of sheet).

	You	Spouse
1. History of drug or alcohol abuse Explain:		
2. Convicted of a felony Explain:		
3. Convicted of DUI or DWI Explain:		
4. Committed family violence in the past Explain:		
5. Has committed adultery in the past Explain:		
6. Currently in romantic relationship with person other than spouse Explain:		
7. Has a sexually transmitted disease Explain:		

	You	Spouse
8. Has been investigated by CPS Explain:		
9. Has lost custody of child or children in the past Explain:		
10. Mental or Emotional problems Explain:		
11. Has problem with or addiction to pornography Explain:		

V. JURISDICTION:

	Yourself	Your Spouse	Your children
County of residence:			
How long in that county?			
How long in Texas?			
Prior county / state:			
How long there?			

VI. DEBTS AND ASSETS:

A. The marital residence:

Address of marital residence: _____

Who is living in the home at this time? _____

Who will live in home after the divorce? _____

Who is making the mortgage or rent payment at this time? _____

The marital residence is leased owned Amount of monthly payment:\$_____

Name(s) on lease or note:_____

Name(s) on deed:_____

How was it acquired? (inheritance, gift, purchase, etc.)_____

If owned, was the home acquired DURING the marriage or BEFORE the marriage

Approximate date property was purchased or acquired:_____



What significant improvements have been made to the home during the marriage, and what is the value of the improvements? _____

Approximate value of home: _____

Total amount owed on home (all liens): _____

1st lienholder: _____

Amount owed on loan: _____ Monthly payment: _____

Name(s) on note: _____

2nd lienholder: _____

Amount owed on loan: _____ Monthly payment: _____

Name(s) on note: _____

B. Other real property owned (land, rent houses, etc.)

1. Address: _____

How was it acquired? (inheritance, gift, purchase, etc.) _____

When acquired (approximate date)? _____

What is the property being used for? _____

Amount of monthly income received from this property: _____

Approximate value: _____ Amount owed: _____

Monthly payment: _____ lienholder: _____

Improvements on property after date of marriage: _____

Other owners besides spouse, and percentages of ownership: _____

2. Address: _____

How was it acquired? (inheritance, gift, purchase, etc.) _____

When acquired (approximate date)? _____

What is the property being used for? _____

Amount of monthly income received from this property: _____

Approximate value: _____ Amount owed: _____

Monthly payment: _____ lienholder: _____



Improvements on property after date of marriage: _____

Other owners besides spouse, and percentages of ownership: _____

3. Address: _____

How was it acquired? (inheritance, gift, purchase, etc.) _____

When acquired (approximate date)? _____

What is the property being used for? _____

Amount of monthly income received from this property: _____

Approximate value: _____ Amount owed: _____

Monthly payment: _____ lienholder: _____

Improvements on property after date of marriage: _____

Other owners besides spouse, and percentages of ownership: _____

C. Mineral Rights:

1. Property Address: _____

County: _____ Amount per month: _____ Term of lease: _____

When and how acquired: _____

2. Property Address: _____

County: _____ Amount per month: _____ Term of lease: _____

When and how acquired: _____

D. Businesses Owned By Either Party:

1. Registered Name of company: _____

Type of business: _____ When acquired or formed: _____

By whom? _____ Capacity that each spouse is involved: _____

Other owners, partners, and percentage of ownership of each: _____

Approximate annual income earned from this business: _____

Approximate value of company: _____

Nature and value of hard assets owned by company (i.e., equipment, furniture, etc.) _____

2. Registered Name of company: _____

Type of business: _____ When acquired or formed: _____

By whom? _____ Capacity that each spouse is involved: _____

Other owners, partners, and percentage of ownership of each: _____

Approximate annual income earned from this business: _____

Approximate value of company: _____

Nature and value of hard assets owned by company (i.e., equipment, furniture, etc.) _____

E. Vehicles (owned or leased):

1. Vehicle driven primarily by you (year, model, make): _____

VIN: _____ Owned or leased? _____

Monthly payment: _____ Name(s) on the lease or note: _____

lienholder: _____ Amt owed on vehicle: _____

Approximate value: _____ Is this vehicle used for work related purposes? _____

Should you be awarded this vehicle after divorce? _____

2. Vehicle driven primarily by you (year, model, make): _____

VIN: _____ Owned or leased? _____

Monthly payment: _____ Name(s) on the lease or note: _____

lienholder: _____ Amt owed on vehicle: _____

Approximate value: _____ Is this vehicle used for work related purposes? _____

Should you be awarded this vehicle after divorce? _____

3. Other vehicles owned (boats, planes, 4-wheelers, etc.)

a. Type: _____ Owned/Leased? _____
 Monthly payment: _____ Name(s) on the lease or note: _____
 Lienholder: _____ Amount owed on vehicle: _____
 Approx. value: _____ Is vehicle used for work purposes? _____
 Who should be awarded this vehicle after divorce? _____

b. Type: _____ Owned/Leased? _____
 Monthly payment: _____ Name(s) on the lease or note: _____
 Lienholder: _____ Amount owed on vehicle: _____
 Approx. value: _____ Is vehicle used for work purposes? _____
 Who should be awarded this vehicle after divorce? _____

***If more vehicles owned, please use another sheet to list the same information for each**

F. Separate Property Not Otherwise Listed Above:

1. Yours –

a. All other property of significant value (artwork, equipment, appliances, etc.) that was *acquired by you prior to marriage*; include values and location of property: _____

b. List all property of significant value that you received *as a result of a gift or inheritance*; include date acquired and location of property: _____

c. List funds you have received *as a result of a personal injury settlement*: _____

When and where were funds deposited? _____

2. Spouse's –

a. All other property of significant value (artwork, equipment, appliances, etc.) that was *acquired by spouse prior to marriage*; include values and location of property: _____

b. List all property of significant value that spouse received *as a result of a gift or inheritance*; include date acquired and location of property: _____

c. List funds spouse has received *as a result of a personal injury settlement*: _____

When and where were funds deposited? _____

G. Savings Accounts, Checking Accounts Acquired During the Marriage:

Banking Institution	Amount	In whose name (Y, S, or both)
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		

H. Life Insurance Policies, Amounts, Beneficiaries:

On You:

Insurance company	Whole or Term	Value	Beneficiary
1. _____			
2. _____			

On Spouse:

Insurance company	Whole or Term	Value	Beneficiary
1. _____			
2. _____			



I. Retirement Benefits:

You:

Name/type of account	Value	Acquired/increased during marriage?
1. _____		
2. _____		
3. _____		

Spouse:

Name/type of account	Value	Acquired/increased during marriage?
1. _____		
2. _____		
3. _____		

J. Other investments: (type, amount, in whose name, etc.)

1. _____
2. _____
3. _____

K. Airline miles, gym memberships, club memberships, etc:

1. In Your Name:
 - a. _____
 - b. _____
2. In Spouse's Name:
 - a. _____
 - b. _____

L. Separate Debts:

1. Yours: List all existing debt incurred by you before the marriage, and all student loans incurred by you at any time (including creditor names and amounts):
 - a. _____
 - b. _____

- c. _____
- d. _____

2. Your Spouse's: List all debt incurred by your spouse before the marriage, and all student loans incurred by your spouse at any time (include creditor names and amounts):

- a. _____
- b. _____
- c. _____
- d. _____

M. Community Debts:

Other than student loans, list all existing debt that was incurred *during the marriage*, regardless of whose name it is in:

	Creditor	Amount of debt	In whose name	Purpose of debt
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Ideally, how would you like to see the community debt distributed? _____

Ideally, how would you like to see community property distributed? _____

**VII. CHILDREN OF THE MARRIAGE:
(born or adopted) -- If none during this marriage, skip to section VIII)**

How many children were born or adopted to the marriage? _____ How many under 18? _____

Names of all children born or adopted, including adult children, from oldest to youngest:

- | | |
|----------|--------------------|
| 1. _____ | current age: _____ |
| 2. _____ | current age: _____ |
| 3. _____ | current age: _____ |
| 4. _____ | current age: _____ |
| 5. _____ | current age: _____ |
| 6. _____ | current age: _____ |

THE FOLLOWING SECTION IS ONLY FOR CHILDREN BORN OR ADOPTED DURING THE MARRIAGE WHO ARE CURRENTLY UNDER THE AGE OF 18 YEARS:

Name:	Sex	D.O.B.	SS #	Place of birth
First _____; Middle _____; Last _____				
First _____; Middle _____; Last _____				
First _____; Middle _____; Last _____				

These children are currently in the care of: you spouse other: _____

If other, why? _____

Who is paying child support for these children? you spouse neither

Amount of child support: \$ _____ per month / week (circle one)

What type of permanent custody/visitation arrangement are you seeking? _____



Do any of these children have special needs that would require care beyond the age of 18 years?

Yes No If yes, explain: _____

Health Insurance:

Are the minor children subject to this suit currently covered by health insurance? Yes No

If yes: Name of insurance company: _____

Policy #: _____ Amount of monthly premium: _____

Insurance is through: Your employer Spouse's employer other: _____

Secondary coverage: _____

Other children NOT of this marriage:

1. Do you have minor children that are NOT of this marriage? NO YES how many? _____

Who do they live with? _____ Who has legal custody? _____

You are: paying child support receiving child support neither

Amount: \$ _____ per _____

2. Does your spouse have minor children that are NOT of this marriage: NO YES

If yes, how many? _____ Who do they live with? _____

Who has legal custody? _____

Your spouse is: paying child support receiving child support neither

Amount: \$ _____ per _____

VIII. NAME CHANGE:

Is either spouse requesting a name change? yes no don't know or undecided

If yes, to what name (First, Middle, Last)? _____



IX. INFORMATION FOR SERVICE:

*(*Please provide us with a photograph of spouse if possible.)*

For service of process, give general physical description of your spouse:

Height: _____ Weight: _____ Hair color: _____ Eye color: _____

Distinctive features (tattoos, birth marks): _____

Best time/place to serve him/her: _____

If not successful, is there a second location? _____

Describe any vehicle he/she will be driving (include make, model, year, color, license plate, etc.):

XI. SIGNATURE:

Please sign below if this information is true and complete to the best of your knowledge:

Signature: _____ *Date:* _____

Printed Name: _____

Attorney's Notes: