

Date of your appointment at our office: \_\_\_\_\_

## **FAMILY LAW CLIENT INTAKE FORM**

Please fill out this form to the best of your abilities in advance of your first consultation with our office. This will maximize the amount of time we can devote to addressing your problems. Please be advised that all information contained within this form will be kept confidential unless you direct otherwise. **PLEASE PRINT LEGIBLY!**

### **YOUR PERSONAL INFORMATION**

Please provide the following personal information about yourself.

Full Legal Name: \_\_\_\_\_

Aliases: \_\_\_\_\_

Address (Street and Mailing): \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_ How long have you worked in this capacity?: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Message Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_

### **OPPOSING PARTY'S PERSONAL INFORMATION**

Please provide the following personal information about the opposing party (e.g. your spouse, your ex-spouse, your common law partner, your former common law partner, your girlfriend/boyfriend, etc.)

Full Legal Name: \_\_\_\_\_

Aliases: \_\_\_\_\_

Address (Street and Mailing): \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_ How long has he/she worked in this capacity?: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Message Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_



**The Opposing Party’s Children from Previous Relationships**

Full Legal Name	Birthdate	Person with whom the child lives

**INCOME AND SUPPORT INFORMATION**

Please answer the following questions. If you do not know the answer to any of the questions, please leave the space blank.

How much arrears are owing for the support of any of the children named above?: \_\_\_\_\_

What is your total income as set out at line 150 of your most recent income tax return?: \_\_\_\_\_

What is the opposing party’s total income as set out at line 150 of his or her most recent income tax return?: \_\_\_\_\_

Are the children covered by your extended health and dental insurance?  Yes  No

Are the children covered by the opposing party’s extended health and dental insurance?  Yes  No

**INFORMATION ON EXPENSES FOR THE CHILDREN**

Please answer the following questions about special or unusually large expenses for the children named above, such as rep hockey expenses or season passes for Sun Peaks. Please list the **net** cost of these expenses, after factoring in any subsidies or benefits.

TYPE OF EXPENSE	ANNUAL COST	MONTHLY COST
Child Care Expenses		
Medical and Dental Premiums		
Health Care Costs Net of Reimbursement		
Private School Education Expenses		
Post-Secondary Education Expenses		
Other (specify):		
Other (specify):		
Other (specify):		

**PROPERTY INFORMATION**

Please list all assets and debts owned by you and the opposing party, whether they are in your name alone, the opposing party's name alone, or in joint names. Under "Other," please only list assets worth \$1,000 or more. Please note that furniture, televisions and the other contents of your home have "yard-sale value" only; and are likely no longer worth what you originally paid for them.

	DESCRIPTION	ESTIMATED VALUE
<b>LAND:</b>		
<b>BANK ACCOUNTS:</b>		
<b>RRSPs:</b>		
<b>PENSIONS:</b>		
<b>VEHICLES:</b>		

<b>OTHER:</b>		
<b>DEBTS:</b>		

**SAFETY/CONFLICT**

Are you comfortable being alone with your spouse and discussing difficult issues?

YES     NO

If No, rate comfort level from 1 – 10 (1 = comfortable, 10 = extremely uncomfortable)

RATING \_\_\_\_\_

Has there been any violence in your relationship?

YES     NO

If YES, describe, including when, what, where and who

If you answered NO to the previous question, have there been any of the events at right?

Pushing?  YES     NO

Throwing things?  YES     NO

Hitting walls?  YES     NO

Injury or threats to animals?  YES     NO

If yes, describe including when, what and where

How would your spouse describe the events set out in the box above right?

Have the police ever been called?

YES  NO

If yes, was anyone charged?  YES  NO

If yes, what was the outcome?

Conviction?  YES  NO

Guilty plea?  YES  NO

Peace bond/restraining Order  YES  NO

Are there any weapons in the home?

YES  NO

If yes, please describe

How would you describe the method & quality of communication between you and your spouse?

In Person  Email  Text  Other

Good  Bad

If bad, please describe

Do you or your spouse have a drug or alcohol problem?

YES  NO

If yes, please provide details:

Are you concerned about other people significantly influencing you or your spouse in negotiations?

YES       NO

If yes, please provide details:

**CONSULTATION INFORMATION**

My most pressing concerns are: (list questions for discussion – attach a separate page, if necessary)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

Please see next page for documents it is recommended you bring to your initial appointment.

**At the Initial Meeting, please bring the following, if you are able:**

- If married, your marriage certificate (original)
- Your last three years T1 “General Benefit” Income Tax Returns (full), with all filed attachments.
- Your last three years Notices of Assessment and Re-Assessment from Canada Revenue Agency
- Your spouse’s last three years Income Tax Returns (full)
- Your spouse’s last three years Notices of Assessment and Re-Assessment from Canada Revenue Agency
- Your last three months paystubs from your employer(s)
- Your spouse’s last three months paystubs from his/her employer
- Statements of all investments you, you spouse, and you and your spouse jointly have
- The most recent pension statement from your pension(s)
- The most recent pension statements from your spouse’s pension(s)
- Print out of your most recent bank statement from all your bank accounts
- Printout of your spouse’s most recent bank statements from all your spouse’s bank accounts
- Receipts for your children’s sporting or recreational activities