

## I. Statistics

A. Full name	Social Security No.	
Address	Phone	
Business address	Phone	
Length of residence in	County	State
Name of employer (if employed)		
Address		
Hours of employment	Type of work	
How long employed		
Earnings per month	Gross	Net
Client's maiden name		
Birth date	Birthplace	
Religion	Age	
B. Name of spouse	Social Security No.	
Address	Phone	
Business address	Phone	
Length of residence in	County	State
Name of employer (if employed)		
Address	Phone	
Hours of employment	Type of work	
How long employed		
Earnings per month	Gross	Net
Spouse's maiden name		

	Birth date	Birthplace	
	Religion	Age	
C.	Employment Benefits	Husband	Wife
	Commission or bonus		
	Deductions		
	Expense account		
	Stock interest		
	Profit Sharing		
	Pension		
	Earnings		
	Name of company		
	Address		
	How long on job		
	Business		
	Previous employer		
D.	Date of marriage		
	Date of separation		
E.	Children of the marriage		
	Names	Ages	Birthdates
	Any mental or physical handicaps		
	School attended		
F.	Previous marriages		
	1a. Client: To whom	Where	When
	How terminated	Where	When

Children of previous marriage

Name Age

Residence

Client's obligation to support

Source and amount of support

1b. Spouse: To whom Where When

How terminated Where When

Children of previous marriage

Name

Residence

Spouse's obligation to support

Source and amount of support

2. Maintenance or property settlement payments received by client or spouse

Client How much  
(details)

Client's spouse How much  
(details)

3. Maintenance payments given up or lost by client or spouse upon entering into this marriage

Client How much  
(details)

Client's spouse How much  
(details)

G. Educational Background

1. Client High School College Postcollege

2. Spouse High School College Postcollege

H. Health

1. Client:

Last examination

Present medical condition

Doctor's name and address

2. Spouse

Last examination

Present medical condition

Doctor's name and address

3. Is wife pregnant?

If so, what is the projected date of delivery?

If so, is there any issue as to paternity?

**II. Background and Reason for Dissolution,  
Legal Separation, or Declaration of  
Invalidity of Marriage**

A. Background

Does client love spouse?

Is love returned?

Beginning of trouble in marriage

When?

How?

Previous separations:

When?

Why?

Complaints against spouse:

Money management

Infidelity (adultery)

Bad temper

Excessive drinking

Drug abuse

Sexual problems

Physical abuse

Mental abuse

Interspousal torts or domestic violence committed

What?

When?

Irreconcilable differences (two-year vs. six-month separation)?

Does spouse want a dissolution, legal separation, or declaration of invalidity of marriage?

Does spouse know client seeks a dissolution, legal separation, or declaration of invalidity of marriage?

Does spouse complain about client?

What are complaints?

Has client discussed problems with doctor/psychiatrist?

minister/priest/rabbi?

social worker?

family service agency?

family/friends?

Any other steps client has taken

May attorney have permission to consult with person providing assistance?

Does client want to save the marriage?

Does spouse?

What are client's future plans?

B. Grounds for dissolution, legal separation, or declaration of invalidity of marriage

Specific incidents

C. Witnesses

Name

Relationship

Address

Nature of testimony

Name Relationship  
Address Nature of testimony

D. Irreconcilable differences (two years or six months)

If client wants to use six-month provision, will spouse agree to waiver of two years?

### III. Custody of Children

A. Is there any question as to the identity of the biological parents of the child/children?

Basis for question

Position client wishes to take with regard to this issue

B. With whom are children now?

Has there been any previous custody order?

C. What plans does client have for future of children?

Does client anticipate a contest for custody?

D. Is spouse able and willing to care for children?

To help client with children?

E. Have children been told about client's plans?

Reaction of children?

F. What are preferences and attitudes of children?

G. What are plans for visiting?

Where? When? Holidays? Vacations?

H. What are the attitudes of client and spouse on child discipline?

I. What are spouse's preferences regarding custody?

J. Do any children have handicaps or special requirements?

Emotional Physical Educational

Name of person providing assistance

K. Name of children's doctor

Address Telephone

L. May attorney consult with the doctor?

M. Do children have any special financial needs?

Will client have to work to help meet needs?

How will needs be met?

N. Have client and spouse made any plans for joint determination of children's future needs?

Medical Dental Education

#### IV. Property

A. Classification of property

1. Individual property (nonmarital)

Refer to property descriptions in IV B, Marital Property, below to record types and values of nonmarital property.

a. Acquired before marriage

How When Initial Value

Increase in value during marriage

Income from property

Where deposited during marriage

How property titled

b. Acquired after marriage

How When Initial Value

Increase in value during marriage

Income from property

Where deposited during marriage

How property titled

- c. Can funds be traced if necessary?
- 2. Was there an antenuptial agreement determining classification of property?
  - a. Upon divorce
  - b. Upon death
  - c. Location of agreement
  - d. Conditions under which antenuptial agreement was established
  - e. Was each party represented?
  - f. By whom?
- 3. Any property set aside for children?
  - a. Uniform Gift to Children
  - b. Educational IRAs
  - c. Life insurance

B. Marital Property

- 1. Financial Accounts
  - a. Joint checking
 

Institution	Balance
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  - b. Joint savings
 

Institution	Balance
-------------	---------
  - c. Individual checking
 

Institution	Balance
-------------	---------
  - d. Individual savings
 

Institution	Balance
-------------	---------
- 2. Real estate
  - a. Marital home: Address



Occupied now by

Purchase price \$

Purchase date

Down payment \$

Source

Mortgage holder

Present balance \$

Monthly payments \$

Additions, improvements

Costs \$

Present market value \$

Tax basis \$

Real estate taxes \$

Insurance \$

How title held

Legal description

b. Other: Address

Annual income \$

Expenses \$

Net \$

Purchase price \$

Purchase date

Down payment \$

Source

Mortgage holder

Present balance \$

Monthly payments \$

Additions, improvements

Costs \$

Present market value \$

Tax basis \$

Real estate taxes \$

Insurance \$

How title held

Legal description

3. Business interests

Type of business

How held

When acquired

Source of investment

Value \$

Annual net income

4. Securities

a. Stocks:

Company

Date of purchase

Price \$

How held

Current value \$

Income \$

Pledged as security?

How?

b. Bonds:

Company

Date of purchase

Date of maturity

How held

Face amount \$

Pledged as security?

How?

Market value \$

Interest \$

5. Automobiles

Year

Make

Model

Title

Where is vehicle?

Date of purchase

Cost \$

Estimated current value \$

Encumbrances

Balance due \$

Monthly payments \$

Pledged as security for any other obligation?

How?

6. Insurance

a. Life insurance

Company	Policy number
Insured	Beneficiary
	Revocable or irrevocable
Type	Annual premiums \$
Face value \$	Cash surrender value \$

b. Health and accident insurance

Company	Policy number
Coverage	
Premium \$	Monthly/annually

7. Retirement or other employee benefit funds/annuities

Client (vested/unvested)	Spouse (vested/unvested)
Name of pension fund, annuity, IRA	
Address of pension fund, annuity company, IRA institution	
Defined contribution	
Defined benefit	
Approximate value \$	
Beneficiary	

8. Furniture and appliances

Number and type of rooms	
Original cost of furniture \$	
Indebtedness \$	Creditor
Monthly payments \$	Replacement cost \$

9. Jewelry

Furs	Paintings
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10. Personal injury and worker's compensation claims

- a. When occurred?
- b. Status
- c. Judgment, awards, or settlement

11. Other assets

Type	When acquired
Value \$	How title held

12. Income tax return

Are copies available? (If copies are not available, the client, as joint taxpayer, can obtain photostatic copies from the IRS for a nominal fee.)

Type of most recent tax return                  joint/separate

Income reported \$

Estimated tax for current year \$

Payment on estimated tax \$

Any change in income since last return?

(If the couple intends to file separate returns during pendency of the suit, allocation of estimated tax payments should be considered.)

13. General information

Does client or spouse have a safe-deposit box?

Client — where    Contents

Spouse — where                                        Contents

Will spouse attempt to hide property in event of divorce proceedings?

Any property in hands of third parties?

What?

Who is third party?

Value?

Has client made a will?

Where located?

How is estate distributed?

Has spouse made a will?

Where located?

How is estate distributed?

## V. Client's Budget

### A. Income

#### 1. Marital income

Earnings by client

Earnings by spouse

Gross                      Net

Gross                      Net

#### 2. Nonmarital income

Client

Spouse

Gross                      Net

Gross                      Net

#### 3. Children's income

Sources

Gross                      Net

### B. Client's Monthly Expenses

#### 1. Household operation

a. Rent/Mortgage payments

\$

Insurance (1/12)

\$

Property taxes (1/12)

\$

b. Utilities

Fuel and lighting

\$

Water

\$

Telephones	\$
Garbage	\$
c. Repairs, service calls	\$
d. Installment payments on furniture, etc.	\$
e. Replacement costs	\$
f. Cleaning and laundry	\$
g. Food	\$
Total	\$
2. Children	
(Expenses in addition to household operation)	
a. Clothing	\$
b. School lunches, milk	\$
c. Medical	
Doctor	\$
Dentist	\$
Special	\$
d. Allowances	\$
e. Lessons, tutoring	\$
f. Recreation, summer camp	\$
g. Child care	\$
Total	\$
3. Personal expenses of client	
a. Clothing	\$
b. Medical and dental care	\$

c.	Cosmetics, beauty care	\$
d.	Drugs, glasses, etc.	\$
e.	Allowances for miscellaneous	\$
f.	Recreation	\$
g.	Educational, cultural	\$
h.	Dues in clubs, etc.	\$
i.	Costs of employment (dues, uniforms, etc.)	\$
j.	Other	\$
	Total	\$
4.	Transportation	
a.	Public	\$
b.	Automotive	\$
	Gas and oil	\$
	Repairs, maintenance	\$
	Installment payments	\$
	Insurance (1/12)	\$
	License (1/12)	\$
	Parking	\$
5.	Income taxes if income is not from salary	\$
a.	Federal	\$
b.	State	\$
	Total	\$
6.	Insurance	
a.	Life insurance	\$

b. Health and accident		\$
c. Other		\$
Total		\$
7. Miscellaneous expenses		
a. Payments on personal loans		\$
b. Newspapers, periodicals		\$
c. Pets		\$
d. Other		\$
Total		\$
C. Recapitulation		
Household operation		\$
Children		\$
Personal expenses of client		\$
Transportation		\$
Income taxes		\$
Insurance		\$
Miscellaneous		\$
Client's total monthly expenses		\$
D. Marital Debts		
Reason for debt		
	Balance	Payments
1. Creditor		
2. Creditor		
3. Creditor		



Total

E. Nonmarital Debts

Reason for debt

Balance

Payments

1. Creditor

2. Creditor

3. Creditor

Total