



Divorce Intake Form

TODAY'S DATE	
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YOUR PERSONAL INFORMATION

Full Name:		Maiden Name (if applicable):	
Address:			
City:		State:	Zip:
Cell Phone:	Home Phone:		Work Phone:
Email Address:		Fax Number:	
Birth Date:		Social Security Number:	
Birthplace (state):		Highest Level of Education:	
Drivers License Number:		Issuing State:	

YOUR EMPLOYMENT AND INCOME INFORMATION

Employer:			
Employer's Address:			
City:		State:	Zip:
Employer's Phone Number:			
Gross Monthly Income		Net:	Other:
What is your occupation or qualifications for earning potential?			
Are you in need of monthly spousal support (alimony)?		Amount you would like to request?	

SPOUSAL SUPPORT/ALIMONY OFFICE NOTES (OFFICE USE ONLY)

YOUR INSURANCE INFORMATION

Do you or the children currently have health insurance?		
Provider:	Policy Holder:	Monthly Premium:
Do you have the means or access to provide health insurance coverage?		
Do you currently have a life insurance policy?		

Insurer:	Policy Type:	Cash Value:
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YOUR RETIREMENT AND PENSION INFORMATION

Plan Type:	Plan Name:	Current Value:
Plan Type:	Plan Name:	Current Value:

SPOUSES PERSONAL INFORMATION

Full Name:	Maiden Name (if applicable):	
Address:		
City:	State:	Zip:
Cell Phone:	Home Phone:	Work Phone:
Email Address:	Fax Number:	
Birth Date:	Social Security Number:	
Birthplace (state):	Highest Level of Education:	
Drivers License Number:	Issuing State:	

SPOUSES EMPLOYMENT AND INCOME INFORMATION

Employer:		
Employer's Address:		
City:	State:	Zip:
Employer's Phone Number:		
Gross Monthly Income	Net:	Other:
What is their occupation or qualifications for earning potential?		
Are they in need of monthly spousal support (alimony)?	Amount they should receive?	

SPOUSAL SUPPORT/ALIMONY OFFICE NOTES (OFFICE USE ONLY)

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SPOUSES INSURANCE INFORMATION

Do they or the children currently have health insurance?		
Provider:	Policy Holder:	Monthly Premium:
Do they currently have a life insurance policy?		
Insurer:	Policy Type:	Cash Value:

SPOUSES RETIREMENT AND PENSION INFORMATION

Plan Type:	Plan Name:	Current Value:
Plan Type:	Plan Name:	Current Value:

INFORMATION REGARDING CHILDREN OF YOU AND YOUR SPOUSE

Age:	Birthdate:	Full Name of Child:	Social Security Number

Is a child expected?	If so what is the due date:
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Where are the children currently living?

Have the children resided there for at least six months?

Has there been any other litigation with respect to the children, i.e., custody, visitation, parent time, Juvenile court, criminal, delinquency charges in this state or any other state for any of the children?

What type of custody do you desire (Physical Custody- sole or joint and Legal Custody- sole or joint)?

What type of visitation schedule would you like or would you like for your spouse?

OFFICE NOTES REGARDING CUSTODY AND VISITATION (OFFICE USE)**CHILD SUPPORT (OFFICE USE)**

Type of Custody:	Custodial Parent:
Number of Children:	If Joint, number of overnights for custodial parent:
Mothers Gross Monthly:	Fathers Gross Monthly:
Child Support Amount:	Obligor:

Does either parent have children other then the ones they have together?

If so, which parent, how many children and what is the current child support obligations to those children?

MARRIAGE INFORMATION

Date of Marriage:

Where did the Marriage occur (city, county, state):

Term of the Marriage:

Date couple last resided together:

What county have you lived in for the last three (3) months?

Is this your first marriage?

If not, what number is this marriage?

When did your last marriage end?

How did your last marriage end (death, divorce, dissolution, annulment)?

Is this your spouse's first marriage?

If now, what number is this marriage for them?

When did their last marriage end?

How did their last marriage end (death, divorce, dissolution, annulment)?

WHAT REAL PROPERTY DO YOU AND YOUR SPOUSE OWN?

Address:	Current Value:	Current Mortgage Balance

WHAT PERSONAL PROPERTY DO YOU AND YOUR SPOUSE OWN?

Vehicles	Your vehicle:	
	Spouse's vehicle:	
	Other vehicle's:	

Recreational Vehicles:	

Do you or your spouse have any interest in a business?

If so, what is the name of the business, who owns it, what is the businesses current value?

ADDITIONAL PERSONAL PROPERTY ITEMS (specific items to distribute)

Item description:	Approximate value:	Awarded to who:

MARITAL DEBTS

Creditor Name & Address	Purpose for debt:	Approximate balance:	Who should pay the debt?

ADDITIONAL NOTES/INFORMATION

NOTES (OFFICE USE)



As of November 1st, 2011, the laws regarding disclosures and discovery in domestic relation actions have changed requiring more in depth documentation and verification relating to the parties assets and incomes to be provided for up front in all cases filed. This was done primarily in an effort to save money for the parties; however, it does require you to produce a significant amount of documentation from the outset of your case. Prior to us filing anything in your matter we will need for you to provide us with the following:

- Complete and accurate Financial Declaration (we will provide this form to you) along with attachments. Attachments include all of the following:
 - For every item and amount listed in the Financial Declaration, excluding monthly expenses, you are required to attach copies of statements verifying the amounts listed on the Financial Declaration.
 - For the two tax years before the petition was filed, you must produce complete federal and state income tax returns, including Form W-2 and supporting tax schedules and attachments. If you own or have an interest in a business you will also need to provide the federal and state income tax returns the business as well.
 - Pay stubs and other evidence of all earned and un-earned income for the 12 months prior to the petition being filed.
 - All loan applications and financial statements prepared or used by you within the 12 months prior to the petition being filed.
 - Documents verifying the value of all real estate in which you have an interest, including, but not limited to, the most recent appraisal, tax valuation and refinance documents.
 - All statements for the 3 months before the petition was filed for all financial accounts wherein your name is listed, including, but not limited to your checking, savings, money market funds, certificates of deposit, brokerage, investment, retirement, regardless of whether the account has been closed, including those held individually and jointly with another person or entity, or as a trustee or guardian, or in someone else's name on your behalf.
 - If the documents listed above are not reasonably available or are in the possession of the other party, you are required to estimate the amounts entered on the Financial Declaration and state the basis for the estimation and provide an explanation as to why the documents are not available.

Failure to fully disclose all assets and income in the Financial Declaration and attachments may subject you to sanctions ordered by the court, including an award of the non-disclosed assets to the other party, attorney fees or other sanctions and the court deems appropriate.