

## PREPARING TO MEET WITH YOUR LAWYER

The following documents will help your lawyer advise you regarding your divorce. If you have an appointment at Barbara R. Trader, P.A., it would be helpful for you to make a photocopy of these items to bring with you to your appointment. Please also fill out the Client Intake Sheet below.

### ***Documents to Bring with you:***

- Tax returns for last three years (personal and corporate, if applicable)
- Deeds, mortgages, settlements sheets, appraisals of real property
- Titles to vehicles, boats, trailers, etc.
- Financial Statements
- Recent pay stubs for you and your spouse
- Recent pension statements and reports
- Recent stock and/or bond account statements
- Stock certificates
- Insurance information, *i.e.*, life, health, auto, homeowners
- Recent bank statement and check register
- Any documents relating to a particular issue you wish to discuss (such as an inheritance you received, a loan from your parents, etc.)

### ***If Custody of Children is an issue, please bring:***

- Most recent report cards
- Any relevant medical records
- Any diaries or calendars you have kept relating to the child(ren)

***If Alimony is an issue***, please fill out the full ***Financial Statement*** below.

***If ONLY child support is an issue*** (and not alimony), please fill out the ***Financial Statement (Child Support)*** below.

## **CLIENT IN-TAKE SHEET**

Date: \_\_\_\_\_ New File  Existing File  Referred by: \_\_\_\_\_

Attorney: \_\_\_\_\_ Retainer Letter Sent  Retainer Returned

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**CLIENT**

**SPOUSE**  
(or other parent of child(ren)  
or other party in case)

Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Restore Maiden Name?

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.:H: \_\_\_\_\_ H: \_\_\_\_\_

W: \_\_\_\_\_ W: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

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

Race: \_\_\_\_\_

Education: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

\_\_\_\_\_

Annual Salary: \_\_\_\_\_

Other Income: \_\_\_\_\_

Prior Marriages: \_\_\_\_\_

Date of Marriage: \_\_\_\_\_ Place: \_\_\_\_\_

Date of Separation: \_\_\_\_\_ Religious Ceremony: Yes  No

Reason for Separation: \_\_\_\_\_

\_\_\_\_\_

Children: \_\_\_\_\_

(name/birthdate:) \_\_\_\_\_

Real Property: \_\_\_\_\_

Date Purchased: \_\_\_\_\_ Titled: \_\_\_\_\_

Purchase Price: \_\_\_\_\_ Mortgage: \_\_\_\_\_

Who Occupies: \_\_\_\_\_

Other Real Estate: \_\_\_\_\_

Date Purchased: \_\_\_\_\_ Titled: \_\_\_\_\_

Purchase Price: \_\_\_\_\_ Mortgage: \_\_\_\_\_

Who Occupies: \_\_\_\_\_

Personal Property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Assets:

Stocks: \_\_\_\_\_

Bonds: \_\_\_\_\_

CD's: \_\_\_\_\_

Savings: \_\_\_\_\_

Checking: \_\_\_\_\_

Pension: \_\_\_\_\_

Antiques: \_\_\_\_\_

Jewelry: \_\_\_\_\_

Business: \_\_\_\_\_

Inheritance: \_\_\_\_\_

Boats/RV's: \_\_\_\_\_

Gold/Silver: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_

Bank Accounts:

Bank: \_\_\_\_\_ Account No.: \_\_\_\_\_  
Type: \_\_\_\_\_ Titled: \_\_\_\_\_  
Date Opened: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Bank: \_\_\_\_\_ Account No.: \_\_\_\_\_  
Type: \_\_\_\_\_ Titled: \_\_\_\_\_  
Date Opened: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Bank: \_\_\_\_\_ Account No.: \_\_\_\_\_  
Type: \_\_\_\_\_ Titled: \_\_\_\_\_  
Date Opened: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Bank: \_\_\_\_\_ Account No.: \_\_\_\_\_  
Type: \_\_\_\_\_ Titled: \_\_\_\_\_  
Date Opened: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Credit Cards:

Bank: \_\_\_\_\_ Account No.: \_\_\_\_\_  
Titled: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Bank: \_\_\_\_\_ Account No.: \_\_\_\_\_  
Titled: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Bank: \_\_\_\_\_ Account No.: \_\_\_\_\_  
Titled: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Bank: \_\_\_\_\_ Account No.: \_\_\_\_\_  
Titled: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Bank: \_\_\_\_\_ Account No.: \_\_\_\_\_  
Titled: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Major Debts: \_\_\_\_\_  
\_\_\_\_\_

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Health Problems: \_\_\_\_\_

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Desired Custody/Visitation: \_\_\_\_\_

Grounds for Divorce:

- a. Voluntary Separation
- b. Adultery
- c. Misconduct
- d. Mental Illness
- e. Incompatibility

Relief Sought:

- a. Divorce
- b. Property Division
- c. Alimony
- d. Counsel Fees
- e. Personal Property/Fixtures
- f. Custody
- g. Child Support
- h. Visitation
- i. Other:

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OTHER INFORMATION YOU THINK MAY BE HELPFUL:

**FINANCIAL STATEMENT  
(Child Support)**

I, \_\_\_\_\_, state that I am the mother of the minor children, \_\_\_\_\_ :

The following is a list of my income and expenses (see below\*):

Total monthly income (before taxes)	\$
Child support I am paying for my other child(ren) each month	\$
Monthly health insurance premium for this child(ren)	\$
Alimony I am paying each month to _____	\$
Alimony I am receiving each month from _____	\$
Work-related monthly child care expenses for this child(ren)	\$
Extraordinary monthly medical expenses for this child(ren)	\$
School and transportation expenses for this child(ren)	\$

*\*To figure the monthly amount of expenses, weekly expenses should be multiplied by 4.3 and yearly expenses should be divided by 12. If you do not pay the same amount each month for any of the categories listed, figure what your average monthly expense is.*

I solemnly affirm under the penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information and belief.

\_\_\_\_\_  
Date

(Caption of Case)

Financial Statement of \_\_\_\_\_  
Name

**FINANCIAL STATEMENT**

<b>CHILDREN</b>	<b>AGE</b>

<b>MONTHLY EXPENSES</b>			
<b>Item</b>	<b>SELF</b>	<b>CHILDREN</b>	<b>TOTAL</b>
<b>A. PRIMARY RESIDENCE</b>			
Mortgage			\$0.00
Insurance (homeowners)			\$0.00
Rent/Ground Rent			\$0.00
Taxes			\$0.00
Gas & Electric			\$0.00
Electric Only			\$0.00
Heat (oil)			\$0.00
Telephone			\$0.00
Trash Removal			\$0.00
Water Bill			\$0.00
Cell Phone/Pager			\$0.00
Repairs			\$0.00
Lawn & Yard Care (snow removal)			\$0.00
Replacement Furnishings/Appliances			\$0.00
Condominium Fee (not included elsewhere)			\$0.00
Painting/Wallpapering			\$0.00

(Caption of Case)

Financial Statement of \_\_\_\_\_  
Name

Carpet Cleaning			\$0.00
Domestic Assistance/Housekeeper			\$0.00
Pool			\$0.00
Other:			\$0.00
<b>SUB TOTAL</b>			\$0.00
<b>B. SECONDARY RESIDENCE (i.e. Summer Home/Rental)</b>			
Mortgage			\$0.00
Insurance (homeowners)			\$0.00
Rent/Ground Rent			\$0.00
Taxes			\$0.00
Gas & Electric			\$0.00
Electric Only			\$0.00
Heat (oil)			\$0.00
Telephone			\$0.00
Trash Removal			\$0.00
Water Bill			\$0.00
Cell Phone/Pager			\$0.00
Repairs			\$0.00
Lawn & Yard Care (snow removal)			\$0.00
Replacement Furnishings/Appliances			\$0.00
Condominium Fee (not included elsewhere)			\$0.00
Painting/Wallpapering			\$0.00
Carpet Cleaning			\$0.00
Domestic Assistance/Housekeeper			\$0.00
Pool			\$0.00



(Caption of Case)

Financial Statement of \_\_\_\_\_  
Name

Other:			\$0.00
<b>SUB TOTAL</b>			\$0.00
<b>C. OTHER HOUSEHOLD NECESSITIES</b>			
Food			\$0.00
Drug Store Items			\$0.00
Household Supplies			\$0.00
Other:			\$0.00
<b>SUB TOTAL</b>			\$0.00
<b>D. MEDICAL/DENTAL</b>			
Health Insurance			\$0.00
Therapist/Counselor			\$0.00
Extraordinary Medical			\$0.00
Dental/Orthodontia			\$0.00
Ophthalmologist/Glasses			\$0.00
Other:			\$0.00
<b>SUB TOTAL</b>			\$0.00
<b>E. SCHOOL EXPENSES</b>			
Tuition/Books			\$0.00
School lunch			\$0.00
Extracurricular activities			\$0.00
Clothing/Uniforms			\$0.00
Room & Board			\$0.00
Daycare/Nursery School			\$0.00
Other:			\$0.00

(Caption of Case)

Financial Statement of \_\_\_\_\_  
Name

<b>SUB TOTAL</b>			\$0.00
<b>F. RECREATION &amp; ENTERTAINMENT</b>			
Vacations			\$0.00
Videos/Theater			\$0.00
Dining Out			\$0.00
Cable TV/Internet			\$0.00
Allowance			\$0.00
Camp			\$0.00
Memberships			\$0.00
Dance/Music Lessons etc.			\$0.00
Horseback Riding			\$0.00
Other:			\$0.00
<b>SUB TOTAL</b>			\$0.00
<b>G. TRANSPORTATION EXPENSE</b>			
Automobile Payment			\$0.00
Automobile Repairs			\$0.00
Maintenance/Tags/Tires/etc.			\$0.00
Oil/Gas			\$0.00
Automobile Insurance			\$0.00
Parking Fees			\$0.00
Bus/Taxi			\$0.00
Other:			\$0.00
<b>SUB TOTAL</b>			\$0.00
<b>H. GIFTS</b>			

(Caption of Case)

Financial Statement of \_\_\_\_\_  
Name

Holiday Gifts			\$0.00
Birthdays			\$0.00
Gifts to others			\$0.00
Charities			\$0.00
<b>SUB TOTAL</b>			\$0.00
<b>J. CLOTHING</b>			
Purchasing			\$0.00
Laundry			\$0.00
Alterations/Dry Cleaning			\$0.00
Other:			\$0.00
<b>SUB TOTAL</b>			\$0.00
<b>K. INCIDENTALS</b>			
Books & Magazines			\$0.00
Newspapers			\$0.00
Stamps/Stationary			\$0.00
Banking Expense			\$0.00
Other:			\$0.00
<b>SUB TOTAL</b>			\$0.00
<b>L. MISCELLANEOUS/OTHER</b>			
Alimony/Child Support (from a previous Order)			\$0.00
Religious Contributions			\$0.00
Hairdresser/Haircuts			\$0.00
Manicure/Pedicure			\$0.00
Pets/Boarding			\$0.00

(Caption of Case)

Financial Statement of \_\_\_\_\_  
Name

Life Insurance			\$0.00
Other:			\$0.00
<b>SUB TOTAL</b>			\$0.00
<b>TOTAL MONTHLY EXPENSES:</b>			\$0.00
Number of Dependant Children			
<b>INCOME STATEMENT</b>			
<b>GROSS MONTHLY WAGES</b>			\$
<b>Deductions:</b>			
Federal			
State			
Medicare			
F.I.C.A			
Retirement			
<b>Total Deductions:</b>	\$0.00		
<b>NET INCOME FROM WAGES:</b>			\$0.00
<b>OTHER GROSS INCOME: (alimony, part-time job, rentals etc.)</b>			
<b>Deductions:</b>			
a.			
b.			
c.			
<b>Total deductions from Other income:</b>	\$0.00		
<b>NET OTHER INCOME:</b>			\$0.00
<b>TOTAL MONTHLY INCOME</b>			\$0.00

(Caption of Case)

Financial Statement of \_\_\_\_\_  
Name

<b>ASSETS &amp; LIABILITIES</b>		
<b>ASSETS:</b>		
Real Estate		
Furniture (in the marital home)		
Bank Accounts/Savings		
U.S. Bonds		
Stocks/Investments		
Personal Property		
Jewelry		
Automobiles		
Boats		
Other:		
<b>TOTAL ASSETS:</b>		\$0.00
<b>LIABILITIES:</b>		
Mortgage		
Automobiles		
Notes payable to relatives		
Bank Loans		
Accrued Taxes		
Balance of Credit Card Accounts		
a.		
b.		
c.		
Other:		
<b>TOTAL LIABILITIES:</b>		\$0.00

(Caption of Case)

Financial Statement of \_\_\_\_\_  
Name

<b>TOTAL NET WORTH:</b>		\$0.00
<b>SUMMARY:</b>		
<b>TOTAL INCOME:</b>		\$0.00
<b>TOTAL EXPENSES:</b>		\$0.00
<b>EXCESS OR DEFICIT:</b>		\$0.00

I solemnly affirm under the penalties of perjury that the contents of the forgoing financial Statement, Monthly Expense List, and Assets and Liabilities Statement are true to the best of thy knowledge, information. And belief.

\_\_\_\_\_

Signature

\_\_\_\_\_  
Date

**WITNESS INFORMATION**

Witness Name: \_\_\_\_\_

Witness Address: \_\_\_\_\_  
\_\_\_\_\_

Witness Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

(Caption of Case)

Financial Statement of \_\_\_\_\_  
Name

Relationship of this witness to you, your spouse, or your children (ex: my husband's boss, my best friend, the child's 2nd grade teacher, etc.) \_\_\_\_\_

Do we need to subpoena this witness to assure attendance at trial? Yes \_\_\_\_\_ No \_\_\_\_\_

Does this witness need a subpoena to show his/her employer? Yes \_\_\_\_\_ No \_\_\_\_\_

***Please identify each aspect of your case that this witness has PERSONAL KNOWLEDGE OF*** (has personally seen, experienced, or spoken with one of the parties.) List each aspect that this witness can testify to by category - custody, child support, alimony, visitation, etc.

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

***As to each aspect of your case identified above, give SPECIFIC DETAIL about what this witness can testify to.*** For example, if the witness can testify as to custody, you might tell me that on July 15, 1999 this witness was present when your spouse slapped the child. Attach additional sheets if necessary.

As to aspect 1, this witness can testify that: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As to aspect 2, this witness can testify that: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As to aspect 3, this witness can testify that: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As to aspect 4, this witness can testify that: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_