



## DIVORCE INTAKE FORM

### YOUR PERSONAL INFORMATION

**FULL NAME** \_\_\_\_\_ **MAIDEN NAME (if applicable)** \_\_\_\_\_ **Do you want to keep your married name?** \_\_\_\_\_

**OTHER NAME(S) COMMONLY USED** \_\_\_\_\_ **SOCIAL SECURITY NO.** \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_\_ **PLACE OF BIRTH** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**COUNTY OF HOME ADDRESS** \_\_\_\_\_ **TIME LIVED AT ADDRESS** \_\_\_\_\_ **PREVIOUS ADDRESS (If less than 6 months)** \_\_\_\_\_

**WORK ADDRESS** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

HOME \_\_\_\_\_ WORK \_\_\_\_\_ PERSONAL \_\_\_\_\_  
 CELL \_\_\_\_\_ FAX \_\_\_\_\_ WORK \_\_\_\_\_

Which number would you prefer I use to contact you? \_\_\_\_\_ Which email would you prefer I use to contact you? \_\_\_\_\_

Have you been served with a lawsuit? \_\_\_\_\_ If so, when? \_\_\_\_\_

**CONTACT** \_\_\_\_\_

Would you like me to discuss any issues relating to this matter with anyone else? \_\_\_\_\_

If so, who? \_\_\_\_\_

**REFERRAL** \_\_\_\_\_

How did you find our office? \_\_\_\_\_

May we send a thank you letter to the person who referred you to our office? \_\_\_\_\_

### YOUR SPOUSE'S PERSONAL INFORMATION

**FULL NAME** \_\_\_\_\_ **MAIDEN NAME (if applicable)** \_\_\_\_\_ **Does she want to keep her maiden name?** \_\_\_\_\_

**OTHER NAME(S) COMMONLY USED** \_\_\_\_\_ **SOCIAL SECURITY NO.** \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_\_ **PLACE OF BIRTH** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**COUNTY OF HOME ADDRESS** \_\_\_\_\_ **TIME LIVED AT ADDRESS** \_\_\_\_\_ **PREVIOUS ADDRESS (If less than 6 months)** \_\_\_\_\_

**WORK ADDRESS** \_\_\_\_\_

\_\_\_\_\_ Where would you like correspondence sent? \_\_\_\_\_

Has your spouse retained an Attorney? \_\_\_\_\_

**ATTORNEY'S NAME** \_\_\_\_\_ **FIRM** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **TELEPHONE NUMBER** \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

**If not, SPOUSE'S TELEPHONE NUMBER** \_\_\_\_\_ **SPOUSE'S EMAIL ADDRESS** \_\_\_\_\_

HOME \_\_\_\_\_ WORK \_\_\_\_\_ PERSONAL \_\_\_\_\_  
 CELL \_\_\_\_\_ FAX \_\_\_\_\_ WORK \_\_\_\_\_

Which number would you prefer I use to contact your spouse? \_\_\_\_\_ Which email would you prefer I use to contact your spouse? \_\_\_\_\_

**INFORMATION ABOUT THE MARRIAGE**

**DATE OF MARRIAGE** **PLACE OF MARRIAGE** **DATE OF SEPARATION**

When was the last time you had sexual relations with your spouse? \_\_\_\_\_

\*Having sexual relations with your spouse is considered a reconciliation and can jeopardize any settlement agreement reached. Please inform me of any such incidents that occur during the divorce process.

Please list all addresses at which you have lived since the date of separation: \_\_\_\_\_ Please list all roommates or any persons with whom you have lived since the date of separation: \_\_\_\_\_

Other than what is listed above, have you and your spouse lived together continuously? \_\_\_\_\_ If not, please explain: \_\_\_\_\_

Including this marriage, how many times have you been married? \_\_\_\_\_

Including this marriage, how many times has your spouse been married? \_\_\_\_\_

**INFORMATION ABOUT PRIOR MARRIAGE(S)**

If you have been married before this marriage, state name(s) of prior spouse(s) and how, when and where prior marriage(s) were terminated: \_\_\_\_\_ If your spouse has been married before this marriage, state name(s) of prior spouse(s) and how, when and where prior marriage(s) were terminated: \_\_\_\_\_

If there are any children from your prior marriage(s), please list the names and ages of any children and state with whom such children live: \_\_\_\_\_ If there are any children from your spouse's prior marriage(s), please list the names and ages of any children and state with whom such children live: \_\_\_\_\_

**CUSTODY ISSUES**

**INFORMATION ABOUT YOUR CHILD(REN)**

**FULL NAME** **DATE OF BIRTH** **RESIDES WITH**

All addresses at which the child(ren) have lived for the past five (5) years and with whom they lived: \_\_\_\_\_

Do any of your child(ren) have any physical, mental or other problems or disabilities that we will need to consider in this case? If so, please explain: \_\_\_\_\_

Do you anticipate a dispute about custody of the child(ren)? \_\_\_\_\_

Are there any other issues/considerations that I should know with regard to the child(ren)? \_\_\_\_\_

**UNCONTESTED ISSUES**

Custody Schedule on a weekly or monthly basis:

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Custody Schedule for all important holidays:

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Important issues to address in a custody schedule:

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**CONTESTED ISSUES**

Identify each and every issue, including 911 calls, Protective Orders, arguments, abusive behavior, issues with boyfriends or girlfriends or any other issue that cause you to believe you should have custody or that cause you not to agree on a custody schedule:

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Prior Proceedings:

Have there been any legal or other proceedings between you and your spouse? If so, please describe:

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If you have been a party to or participated in any other legal proceeding, civil or criminal, please list the court, outcome of the proceeding and your attorney for the matter, if applicable.

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**BACKGROUND INFORMATION**

Information about Your Employment:

Information about your Spouse's Employment:

Are you employed? \_\_\_\_\_  
If not, how long have you been unemployed? \_\_\_\_\_  
Do you have any income? \_\_\_\_\_  
If so, from where? \_\_\_\_\_  
If not, how do you pay your bills? \_\_\_\_\_

Is your Spouse employed? \_\_\_\_\_  
If not, how long has your Spouse been unemployed? \_\_\_\_\_  
Does your Spouse have any income? \_\_\_\_\_  
If so, from where? \_\_\_\_\_  
If not, how does your Spouse pay bills? \_\_\_\_\_

Name of Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Type of Job: \_\_\_\_\_  
Employed Since: \_\_\_\_\_

Name of Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Type of Job: \_\_\_\_\_  
Employed Since: \_\_\_\_\_

Gross Yearly Salary: \_\_\_\_\_  
Please state your educational/vocational training (including number of years you attended high school and college, if applicable):

Gross Yearly Salary: \_\_\_\_\_  
Please state your Spouse's educational/vocational training (including number of years your Spouse attended high school and college, if applicable):

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List all Bank Accounts, Money Market Accounts and other accounts into which your Spouse deposits money on a regular basis:


List all Credit Cards, Lines of credit or other Credit Accounts your Spouse uses on a regular basis:


**ASSETS**

**REAL ESTATE**

**PROPERTY YOU WANT TO KEEP**

**PROPERTY YOU WANT YOUR SPOUSE TO KEEP**

Address: _____	Address: _____
County: _____	County: _____
Fair Market Value: _____	Fair Market Value: _____
Amount owed on loan: _____	Amount owed on loan: _____
Name (s) on the title: _____	Name (s) on the title: _____
Address: _____	Address: _____
County: _____	County: _____
Fair Market Value: _____	Fair Market Value: _____
Amount owed on loan: _____	Amount owed on loan: _____
Name (s) on the title: _____	Name (s) on the title: _____

**VEHICLES**

**VEHICLE(S) YOU WANT TO KEEP**

**VEHICLE(S) YOU WANT YOUR SPOUSE TO KEEP**

Year, Make & Model: _____	Year, Make & Model: _____
Name (s) on the title: _____	Name (s) on the title: _____
Fair Market Value: _____	Fair Market Value: _____
Amount owed on loan: _____	Amount owed on loan: _____
Bank/Lender that owns loan: _____	Bank/Lender that owns loan: _____
Year, Make & Model: _____	Year, Make & Model: _____
Name (s) on the title: _____	Name (s) on the title: _____
Fair Market Value: _____	Fair Market Value: _____
Amount owed on loan: _____	Amount owed on loan: _____
Bank/Lender that owns loan: _____	Bank/Lender that owns loan: _____
Year, Make & Model: _____	Year, Make & Model: _____
Name (s) on the title: _____	Name (s) on the title: _____
Fair Market Value: _____	Fair Market Value: _____
Amount owed on loan: _____	Amount owed on loan: _____
Bank/Lender that owns loan: _____	Bank/Lender that owns loan: _____

**BOATS/RVs/ATVs OR ANY OTHER MOTORIZED VEHICLE**

**VEHICLE(S) YOU WANT TO KEEP**

**VEHICLE(S) YOU WANT YOUR SPOUSE TO KEEP**

Year, Make & Vehicle: _____	Year, Make & Vehicle: _____
Name (s) on the title: _____	Name (s) on the title: _____
Fair Market Value: _____	Fair Market Value: _____
Amount owed on loan: _____	Amount owed on loan: _____
Bank/Lender that owns loan: _____	Bank/Lender that owns loan: _____
Year, Make & Vehicle: _____	Year, Make & Vehicle: _____
Name (s) on the title: _____	Name (s) on the title: _____
Fair Market Value: _____	Fair Market Value: _____
Amount owed on loan: _____	Amount owed on loan: _____
Bank/Lender that owns loan: _____	Bank/Lender that owns loan: _____

CHECKING, SAVINGS, MONEY MARKET, STOCK/BONDS OR OTHER SIMILAR ACCOUNTS

ACCOUNT(S) YOU WANT TO KEEP

ACCOUNT(S) YOU WANT YOUR SPOUSE TO KEEP

Banking Institution:	_____	Banking Institution:	_____
Amount in account:	_____	Amount in account:	_____
Name (s) on account:	_____	Name (s) on account:	_____
Banking Institution:	_____	Banking Institution:	_____
Amount in account:	_____	Amount in account:	_____
Name (s) on account:	_____	Name (s) on account:	_____

RETIREMENT, IRA OR OTHER SIMILAR ACCOUNTS

ACCOUNT(S) YOU WANT TO KEEP

ACCOUNT(S) YOU WANT YOUR SPOUSE TO KEEP

Type of and Name of Account:	_____	Type of and Name of Account:	_____
Amount in account:	_____	Amount in account:	_____
Name (s) on account:	_____	Name (s) on account:	_____
Date Account opened:	_____	Date Account opened:	_____
Type of and Name of Account:	_____	Type of and Name of Account:	_____
Amount in account:	_____	Amount in account:	_____
Name (s) on account:	_____	Name (s) on account:	_____
Date Account opened:	_____	Date Account opened:	_____

LIFE INSURANCE POLICIES

POLICIES YOU WANT TO KEEP

POLICIES YOU WANT YOUR SPOUSE TO KEEP

Amount of Policy:	_____	Amount of Policy:	_____
Beneficiary of Policy:	_____	Beneficiary of Policy:	_____
Do you want to continue account:	_____	Do you want to continue account:	_____
Amount of Policy:	_____	Amount of Policy:	_____
Beneficiary of Policy:	_____	Beneficiary of Policy:	_____
Do you want to continue account:	_____	Do you want to continue account:	_____

JEWELRY, FURNITURE OR OTHER PERSONAL PROPERTY

PROPERTY YOU WANT TO KEEP

PROPERTY YOU WANT YOUR SPOUSE TO KEEP

Personal Asset:	_____	Personal Asset:	_____
Value:	_____	Value:	_____
Date Purchased/Received:	_____	Date Purchased/Received:	_____
If gift, when & from whom:	_____	If gift, when & from whom:	_____
Personal Asset:	_____	Personal Asset:	_____
Value:	_____	Value:	_____
Date Purchased/Received:	_____	Date Purchased/Received:	_____
If gift, when & from whom:	_____	If gift, when & from whom:	_____
Personal Asset:	_____	Personal Asset:	_____
Value:	_____	Value:	_____
Date Purchased/Received:	_____	Date Purchased/Received:	_____
If gift, when & from whom:	_____	If gift, when & from whom:	_____

Have you or your spouse sold any property in the last (2) years? If so, please state the type of property, any profit received from the sale and how the proceeds were used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DEBTS**

**CREDIT CARD DEBT**

**YOUR DEBT**

**YOUR SPOUSE'S DEBT**

Institution / Company Lender: _____	Institution / Company Lender: _____
Name (s) on account: _____	Name (s) on account: _____
Balance Due: _____	Balance Due: _____
_____	_____
Institution / Company Lender: _____	Institution / Company Lender: _____
Name (s) on account: _____	Name (s) on account: _____
Balance Due: _____	Balance Due: _____
_____	_____
Institution / Company Lender: _____	Institution / Company Lender: _____
Name (s) on account: _____	Name (s) on account: _____
Balance Due: _____	Balance Due: _____
_____	_____
Institution / Company Lender: _____	Institution / Company Lender: _____
Name (s) on account: _____	Name (s) on account: _____
Balance Due: _____	Balance Due: _____
_____	_____
Institution / Company Lender: _____	Institution / Company Lender: _____
Name (s) on account: _____	Name (s) on account: _____
Balance Due: _____	Balance Due: _____
_____	_____

**DEBTS OWED TO OTHER PERSON(S), INSTITUTIONS, LENDERS OR COMPANIES**

**YOUR DEBT**

**YOUR SPOUSE'S DEBT**

Institution / Company Lender: _____	Institution / Company Lender: _____
Name (s) on account: _____	Name (s) on account: _____
Balance Due: _____	Balance Due: _____
_____	_____
Institution / Company Lender: _____	Institution / Company Lender: _____
Name (s) on account: _____	Name (s) on account: _____
Balance Due: _____	Balance Due: _____
_____	_____
Institution / Company Lender: _____	Institution / Company Lender: _____
Name (s) on account: _____	Name (s) on account: _____
Balance Due: _____	Balance Due: _____
_____	_____

RECONCILIATION

Do you have an interest in reconciliation: \_\_\_\_\_ Does your spouse, as far as you know: \_\_\_\_\_

Have you tried marriage counseling? If so, when and with whom: \_\_\_\_\_

OTHER

Do you have a will? If so, who are the beneficiaries? \*Georgia law treats an ex-spouse as a pre-deceasing heir, thereby preventing the ex-spouse from inheriting anything. If you wish to keep your ex-spouse as a beneficiary, please let me know.

\_\_\_\_\_

\_\_\_\_\_

Do you have an accountant or have you ever used an accountant? If so, please state his/her name, address and telephone number:

\_\_\_\_\_

\_\_\_\_\_

Are there any bank accounts, lines of credit, money market accounts, credit cards or similar accounts your spouse has access to for which you are responsible? If so, please specify:

\_\_\_\_\_

\_\_\_\_\_

Have you ever signed a pre-nuptial, post-nuptial or any other similar document? \_\_\_\_\_

If so, please provide a copy of the document to my office.

**DO NOT DISCUSS THIS CASE, or any aspects of it, with anyone other than your attorney. Remember that you are married until the Final Judgment is signed by the Judge. Please govern yourself accordingly.**

