

## BLACK OAK LEGAL

# DIVORCE CLIENT INTAKE FORM AND DOCUMENT CHECKLIST

### SECTION 1: PETITIONER INFORMATION

- i. Full Name of Petitioner
- ii. Residential Address
- iii. Telephone Number
- iv. Email Address
- v. Profession / Occupation
- vi. Nationality
- vii. Date of Birth
- viii. Place of Birth

### SECTION 2: RESPONDENT INFORMATION

- i. Full Name of Respondent
- ii. Residential Address
- iii. Telephone Number (if known)
- iv. Email Address (if known)

- v. Profession / Occupation
- vi. Nationality
- vii. Date of Birth
- viii. Place of Birth
- ix. Last Known Address for Service of Court Processes

### **SECTION 3: MARRIAGE INFORMATION**

- i. Date of Marriage
- ii. Place of Marriage
- iii. Type of Marriage (Registry / Church / Mosque)
- iv. Addresses where both parties lived together during the marriage
- v. Date parties stopped living together

### **SECTION 4: CHILDREN OF THE MARRIAGE**

- i. Names of Children
- ii. Sex of Each Child
- iii. Date of Birth of Each Child
- iv. Current Residence of Each Child

- v. School(s) Attended

## **SECTION 5: CUSTODY AND CHILD SUPPORT**

- i. Who currently has custody of the children
- ii. Custody arrangement requested
- iii. Proposed visitation rights
- iv. Estimated monthly cost of maintaining the children

## **SECTION 6: GROUNDS FOR DIVORCE**

- i. Facts or reasons for seeking divorce
- ii. Dates of major incidents
- iii. Names of possible witnesses

## **SECTION 7: PROPERTY AND ASSETS**

- i. List of jointly owned properties
- ii. Location and description of each property
- iii. Vehicles owned by either party
- iv. Businesses or investments

## **SECTION 8: FINANCIAL INFORMATION**

- i. Estimated monthly income of Petitioner
- ii. Estimated monthly income of Respondent (if known)
- iii. Existing financial support arrangements
- iv. Known debts or liabilities

## **SECTION 9: RELIEFS REQUESTED FROM COURT**

- i. Dissolution of marriage
- ii. Custody of children
- iii. Child maintenance
- iv. Spousal maintenance
- v. Division or settlement of property

## **SECTION 10: REQUIRED DOCUMENTS**

- i. Original Marriage Certificate or Certified True Copy
- ii. Birth Certificates of Children
- iii. Valid Identification of Petitioner
- iv. Evidence supporting grounds for divorce
- v. Property title documents (if applicable)

## **SECTION 11: FAMILY BACKGROUND**

- i. Names and addresses of Petitioner's parents
- ii. Names and addresses of Respondent's parents

## SECTION 12: CLIENT NOTES

- i. Preferred resolution approach (amicable settlement, mediation or litigation)
- ii. Urgent issues requiring legal intervention



- iii. Additional confidential information