**Domestic Contract Matter Intake Form**

**All intake interviews should be conducted in person and in the presence of the lawyer**

Date: Start time: \_\_\_\_\_\_\_\_ End time: \_\_\_\_\_\_\_\_

Our File No.:

Type of Legal Proceedings:

**Client**

Name (full legal name)

Address

**Identity verification**

Copy of identification obtained on:

*(Copy kept in file)*

Identification obtained and verified by photo identification

* Passport \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Driver’s License DL
* Citizenship Card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

:

**Background**

Phone: Home: Cell: Work

Email: ( □ Confirmed with client is confidential)

Date of birth: Age: Place:

Employer:

Employer address:

Position:

Length of employ:

Annual gross inc.:

Employment history: Social ins. number:

Pension plans:

**Opposing Side**

Husband [ ] Wife [ ] Statutory Common Law Partner [ ] Parent of Child of Relationship [ ]

Name of individual:

Address: Telephone:

Date of birth: Age: Place:

Employer:

Address: Position: Length of employ: Annual Gross Inc.: Employment history: Social Ins. Number: Pension plans:

**Matrimonial Home**

Location: Approximate value: Ownership: [ ] Joint [ ] Sole Mortgager: Address of mortgager: Value of mortgage: Discharge / Renewal date:

**Separation Details**

Date of separation: Place of separation:

**Details of marriage**

Date of marriage: Location: Cohabitation before marriage: Current living arrangements: [ ] Living in same home [ ] Living separate and apart

**Information of Wife**

Surname at birth:

Name at time of marriage:

Marital status at time of marriage:

If previously married name of former spouse:

Date of divorce from former spouse:

Place of divorce:

**Information of Husband**

Surname at birth: Name at time of marriage: Marital status at time of marriage:

If previously married name of former spouse: Date of divorce from former spouse: Place of divorce:

**Children of the Marriage**

(1)Name: Date of birth:

School attended: Grade level:

Child's residence:

Length of time child resident:

(2)Name: Date of birth:

School attended: Grade level:

Child's residence:

Length of time child resident:

(3)Name: Date of birth:

School attended: Grade level:

Child's residence:

Length of time child resident:

Where are the children living and when do they see the other parent

Current custody arrangement sought: [ ]Sole [ ] Joint

**Existing Support Arrangements**

Spousal frequency: Amount of payment:

Child support frequency: Amount of payment:

**Other**

Any previous court actions: [ ] no [ ] yes

If yes, explain: Domestic contract: [ ] no [ ] yes

If yes, explain:

**Income**

Gross Weekly Pay: Regular Wage: Overtime Pay: C.P.P.: U.I.C.: Union Dues: Disability:

Automatic Deductions: Pension: Other:

**Assets**

Vehicles: (1) (2)

Works of art

Jewellery:

Contents of home:

Bank accounts: Securities/RRSPs:

Life insurance:

Other:

**Debts**

(1) (2) (3)

**Deadlines**

Applicable limitation periods: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other crucial deadlines: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parenting Affidavit Information**

1. Other names used during life time**:**

2. The child(ren) in this case is/are: ***NOTE: repeats above??***

* Child’s full legal name
* Birthdate (d/m/y) Age
* Full name of parents (if different from intake information)
* Name(s) of all people the child lives with now *(include address if the child does not live with you)*

* My relationship to the child *(specify if parent, grandparent, family friend, etc.)*

3. I am also the parent of or have acted as a *parent (for example, as a step-parent, legal guardian etc.)* to the following child(ren): *(include the full legal names and birthdates of any child(ren) not already listed in paragraph 2)*

4. I am or have been a party in the following court case(s) involving custody of or access to any child: *(Including the child(ren) in this case or any other child(ren). Do not include cases involving a children’s aid society in this section. Attach a copy of any custody or access court order(s) or endorsement(s) you have.)*

* Court Location
* Names of people involved in the case
* Names of children
* Court orders made *(include dates of orders)*

5. I have been a party or person responsible for the care of a child in the following child protection court case(s): *(attach a copy of any relevant court order(s) or endorsement(s) you have)*

* Court Location
* Names of people involved in the case
* Name of Children's Aid Society
* Court orders made *(include dates of orders)*

6. I have been found guilty of the following criminal offence(s) for which I have not received a pardon:

* Charge
* Approximate date of finding of guilt
* Sentence Received

7. I am now charged with the following criminal offence(s):

* Charge
* Date of next court appearance
* Terms of release while waiting for trial *(attach copy of bail or other release conditions, if any)*

8. To the best of my knowledge, since birth, the child(ren) in this case has/have lived with the following caregiver(s):

|  |  |  |  |
| --- | --- | --- | --- |
| 9. |  |  | The child(ren) does not/do not have any special medical, educational, mental health or |
|  |  |  | developmental needs. |
|  |  |  |  |
|  |  |  | The child or one or more of the children has/have the following special needs and will receive |
|  |  |  | support and services for those needs as follows: *(if a child does not have special needs, you do not have to include information about that child below)* |

* Medical
* Educational
* Mental Health
* Developmental
* Other