

# INTAKE FORM

Date: \_\_\_\_\_

## **Personal**

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Telephone: home: \_\_\_\_\_ work: \_\_\_\_\_ mobile: \_\_\_\_\_
4. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ E-mail: \_\_\_\_\_
5. Education (# of years, & degrees/certificates obtained): \_\_\_\_\_  
\_\_\_\_\_
6. Are you currently employed? Yes  No  Occupation: \_\_\_\_\_
7. Employer: \_\_\_\_\_
8. Employer Address: \_\_\_\_\_
9. Income: \$\_\_\_\_\_/hour \$\_\_\_\_\_/month \$\_\_\_\_\_/year
10. Number of hours worked per week: \_\_\_\_\_

## **Residency**

11. Have you been a California resident for the last 6 months? Yes  No
12. Have you been  Sonoma  Marin County resident for the last 3 months? Yes  No
13. If NO to question 11 or 12, please state your county of residence during the past 6 months:  
\_\_\_\_\_

## **Spouse** (if not married, other parent)

14. Full Name: \_\_\_\_\_
15. Address: \_\_\_\_\_
16. Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_
17. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ E-mail: \_\_\_\_\_
18. Education (# of years, & degrees/certificates obtained): \_\_\_\_\_  
\_\_\_\_\_
19. Spouse/other parent currently employed? Yes  No  Occupation: \_\_\_\_\_
20. Employer: \_\_\_\_\_
21. Employer Address: \_\_\_\_\_
22. Income: \$\_\_\_\_\_/hour \$\_\_\_\_\_/month \$\_\_\_\_\_/year
23. Number of hours worked per week: \_\_\_\_\_

**Relationship**

24. Date of Marriage: \_\_\_\_\_ 26. Date of Separation: \_\_\_\_\_  
25. Place of Marriage: \_\_\_\_\_ 27. Length of Marriage: \_\_\_\_\_ years \_\_\_\_\_ months  
28. Are there any pending legal proceedings in this matter? Yes  No   
29. Have any documents been filed with any court in this matter? Yes  No   
a. If YES to Question 28 or 29, please provide name of court and case number:  
\_\_\_\_\_  
b. If YES, are you, or have you been represented by another attorney? Yes  No   
c. If YES, please provide name of attorney: \_\_\_\_\_

**Child(ren)**

30.	Full Name	Age	Date of Birth	Relationship to you
	_____	_____	____/____/____	_____
	_____	_____	____/____/____	_____
	_____	_____	____/____/____	_____
	_____	_____	____/____/____	_____
	_____	_____	____/____/____	_____

31. Have any children ever lived with anyone other than you or the other parent? Yes  No   
32. If YES, provide name(s) of person(s) with whom children lived and corresponding dates:  
\_\_\_\_\_  
33. Are there any other legal proceedings concerning your children? Yes  No   
34. If YES, provide case number and county: \_\_\_\_\_

**Legal Matters** (check all that apply):

- Dissolution                       Legal Separation                       Paternity  
 Spousal Support                       Child Support                       Custody/visitation  
 Divide Assets/Debts                       Domestic Violence                       Other \_\_\_\_\_

35. Comments/concerns about your case or what you would like to accomplish: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

36. How did you find out about this law office (e.g., internet site or referred by whom)?  
\_\_\_\_\_