



DATE: _____

CLIENT INFORMATION INTAKE FORM – GENERAL

Your Personal Information:

First Name:	Middle Name:	Last Name:
Address:		
City:	Postal Code:	
Home phone:	Cell:	
Email address:		
Date of Birth:	In Canada since:	How long have you resided at the current address?
Were you married before? YES / NO	Details of prior marriage: date of divorce/death of spouse	
Your surname before marriage:	Your surname at birth:	
Immigration status:	Did you sponsor your spouse?	
Emergency contact:	Phone number of your emergency contact:	

Spouse/Partner's Personal Information:

First Name:	Middle Name:	Last Name:
Address:		
City:	Postal Code:	
Home Phone:	Cell:	
Email Address:		
Date of Birth:	In Canada since:	How long have you resided at the current address?
Spouse's surname before marriage:	Spouse's surname at birth:	
Was your spouse married before? YES/ NO	Details of prior marriage: date of divorce/death of spouse:	



Children of the Marriage/Relationship

Child #1

First Name:	Middle Name:	Last Name:
Date of Birth:	Place of Birth:	Age:
Resident of BC since:	School:	Grade:
Child resides with:		

Child #2

First Name:	Middle Name:	Last Name:
Date of Birth:	Place of Birth:	Age:
Resident of BC since:	School:	Grade:
Child resides with:		

Child #3

First Name:	Middle Name:	Last Name:
Date of Birth:	Place of Birth:	Age:
Resident of BC since:	School:	Grade:
Child resides with:		

Other children (from previous relationship(s))

Name of Child:	Date of Birth:	Place of Birth:	School/Grade



Children's Information

With whom have these children lived for the past 12 months?	
What are the current parenting arrangements for your children?	
What parenting arrangements do you propose if different from above?	
What are the current daycare arrangements and costs:	
Citizenship of the children:	
Do children have their own passports? YES / NO	
If your children are involved in activities please list the activity and the monthly cost:	
Any other details or important information about your children?	
Are your children seeing a counsellor?	
Do children have any assets, trust property, bank accounts, RESP's etc? YES / NO If yes, please list:	



Relationship Information

Were you ever involved in any court proceeding in connection with your marriage, your spouse, or your children? YES / NO If yes, please provide specifics:
Date of marriage:
Date of cohabitation:
Place of marriage:
Date of separation:
Date of divorce (if applicable):
Is there a possibility of reconciliation with your spouse? YES / NO
Was there any verbal agreement in connection with separation? YES / NO
Do you have a marriage certificate? YES/ NO Is it from Vital Statistics? YES / NO
Have you ever had any concerns for your own safety or the safety of your children during the relationship?
Has your spouse ever caused you to feel threatened or fearful?
Do you believe there is an immediate risk of violence in your family, either to you or to your children?



Your Employment/Income Information

Your education or vocational training:	
Present employer:	
Position:	
Address of employer:	
Date of commencement:	
Annual salary: Gross:	Net:
Past employment (if applicable):	
Income from any other source (social assistance, dividends, pension, child tax credit, maintenance, or other): YES / NO If yes, please provide specifics:	

Spouse's Employment/Income Information

Your spouse's education or vocational training:	
Present employer:	
Position:	
Address of employer:	
Date of commencement:	
Annual salary: Gross:	Net:
Past employment (if applicable):	
Income from any other source (social assistance, dividends, pension, child tax credit, maintenance, or other): YES / NO If yes, please provide specifics:	



Family Property

Your motor vehicles:		
Make:	Model:	Year:
Registered Owner:		
Your spouse's motor vehicles:		
Make:	Model:	Year:
Registered Owner:		
Bank Accounts:		
Bank and type of account:	Name(s) of Account Holders(s):	Balance:
Property:		
Real Property (Family Home):		
Address:		
Date of Purchase:	Source and amount of down payment:	
Estimated market value:		
Is this from a formal appraisal?		
Name of registered owners:		
Do you know if you are joint tenants or tenants in common?		
Mortgage holder(s):		
Current amount of mortgage owing:		
Monthly mortgage payments:		



History of Property Purchases:

Previous property owned with your spouse:

Previous property sold to purchase current property:

Annual taxes:

Do you have tenants? If yes, what is the rental income?:

Other real property/recreational property:

Any other personal property with value in excess of \$10,000:

Life Insurance:

Type:	Account Number:	Estimated Value:

RRSPs:

Type:	Account Number:	Estimated Value:

Pension:

Type (company, union, CPP):	Account Number:	Estimated Value:

Investments (stocks, bonds, receivables):



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Any other property owned by either spouse:

Property located outside Canada:

Debts

Have retailers and financial institutions been advised of separation?: YES / NO

Has CRA been advised of separation?: YES / NO

Credit cards or charge accounts:

Name of Credit Card:	Name of Account Holder:	Outstanding Balance:

Other loans (other than mortgage): Please provide name of lender, dates, amounts

Loan Holder:	Outstanding Balance:



Excluded Property

Did you own property before cohabitation or marriage? YES / NO If yes, please list all property that you owned prior to cohabitation or marriage including real property, inheritances, RRSP's bank accounts etc and the value if known		
Did your spouse own property before cohabitation or marriage? YES / NO If yes, please list all property that you owned prior to cohabitation or marriage including real property, inheritances, RRSP's bank accounts etc.		

Inheritance

Have you or your spouse received any inheritance during the relationship? YES / NO If yes, please list all inheritances received during the relationship.		

Other Proceedings

Were you ever involved in any court proceeding in connection with your marriage, your spouse, or your children? YES / NO If yes, please provide details, including the name of your previous lawyer, list of court documents filed and/or copies of any court documents you may have.		
Are you or your spouse/partner enrolled with the Family Responsibility Office? YES / NO If yes, please provide the FRO Case Number:		



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Additional Information

Please provide any additional information which you think relates to your case:



Client Relationship Chronology Form

Include details such as date of marriage, children's birth, dates of employment, employment history, a concise chronology of the significant events in your relationship history including date of marriage, date of separation, children's birthdates, employment start and end dates, changes in employment or income. Please be as concise as possible. Please note, this is not meant to replace the information you have already provided, but simply to give us an idea of when things happened.

Date	Description

FAMILY LAW DOCUMENT CHECKLIST

One of the most important documents family law clients usually are required to complete is the Form 13 or 13.1 Financial Statement, a prescribed form under Rule 5-1 of the Supreme Court Family Rules. It requires information on the client's income, expenses, assets, and liabilities and is frequently appended as schedules to family law agreements as evidence of full financial disclosure by both parties.

*Section 4 (1) of the Family Law Act of Ontario defines **property** as any interest, present or future, vested or contingent, in real or personal property and includes,*

- (a) property over which a spouse has, alone or in conjunction with another person, a power of appointment exercisable in favour of himself or herself,*
- (b) property disposed of by a spouse but over which the spouse has, alone or in conjunction with another person, a power to revoke the disposition or a power to consume or dispose of the property, and*
- (c) in the case of a spouse's rights under a pension plan, the imputed value, for family law purposes, of the spouse's interest in the plan.*

*Section 4 (2) of the Family Law Act defines **excluded property** as: Property acquired by either spouse before the relationship between the spouses began; this could include gifts or inheritances, a personal property settlement, or proceeds from an insurance policy. Any increase in the value of **excluded property** is considered from the date it is received to the date of separation to be family property.*

If your separation involves the division of property or child or spousal support, you will need to gather documents for any of the following assets, debt expenses, or income that are relevant to you or your family:

INCOME	
	The last 3 years of your Income Tax Returns, with attachments and your Notices of Assessment, if received.
	The last 3 years of your spouse's Income Tax Returns, with attachments and Notices of Assessment, if received.
	Your last 3 pay stubs.
	Your spouse's last 3 pay stubs.
	Evidence of any other sources of income for either of you, including bonuses, corporate share purchase agreements, child or spousal support, retirement or disability plan payments, EI, Federal or Provincial Child Benefits, etc.



EXPENSES	
<i>Please provide the most recent statements.</i>	
	Mortgage Statement
	Rental Agreement
	Loan statement(s)
	Car Lease(s) or Loan (s)
	Line(s) of Credit statement(s)
	Property Tax Statement(s)
	Property Insurance Statement(s)
	Life Insurance
	Child Care
	Child Education
	Hydro
	Telephone
	Household Budget or Cash Flow Summary
	Other

ASSETS	
<i>Please provide the most recent statements.</i>	
	Property title (s)
	RRSP Statement(s)
	Pension Statement(s)
	Extended Health Care employment plan(s)
	RESP Statement(s)
	Family Trust(s)—document creating the trust & current account statement(s)
	Bank—Chequing and Savings Accounts
	Securities and/or Mutual Fund Accounts
	Whole Life Insurance—certificate(s) and statement(s)
	Private Corporation or Partnership—Most recent income tax return, with attachments
	Jewelry—List and provide evidence of appraised value and/or purchase price
	Collectables—List and provide evidence of purchase price and/or appraised value
	Art Work—List and evidence of appraised value and/or purchase price
	Motor Vehicle(s)—purchase price
	Airline “miles” statement(s)
	Canada Pension Plan Statements
	Life Insurance(s)
	List of household furnishings, china, crystal, computer, stereo, TV, etc., with used, as is, estimate of value
	Tax Free Savings Account
	Any other assets



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DEBTS	
<i>Please provide the most recent statements. NOTE: Some of these may also be listed under Expenses</i>	
	Mortgage(s)
	Line(s) of Credit
	Car Lease(s) or Loan(s)
	Credit Card(s)
	Loan(s)
	Income Tax owing
	Other
OTHER	
	Your current Will.
	Any Pre-Nuptial Agreement, Marriage Agreement, or Separation Agreement that you and your spouse have signed.
	Marriage Certificate
	If either of you were not born in Canada, evidence of your current status in Canada.
IF YOU OR YOUR SPOUSE OWNED PROPERTY BEFORE YOUR RELATIONSHIP OR HAVE RECEIVED AN INHERITANCE	
	Documentation or statements to show the value of the property on the date you received it or the date you began living together with your spouse
	Documents to show the value of any inheritance you or your spouse received
	Documents or statements to show the current value of your inheritance or excluded property