

*Matrimonial Intake Sheet
Document Prepared For Litigation Purposes
Solicitor Client Privilege Claimed
Law Offices of Douglas R. Thomas*

Upcoming Court Dates

Client Information

Client Name

Address

City

Postal Code

Telephone (home)

Telephone (work)

Emergency alt. no.

Social Ins. No.

Birth Particulars

Date of Birth

Place of Birth

Your present age

Information for Divorce

Surname at Birth

Surname Before Marr.

For Marriage Certificate

Name of Father

Maiden Name of Mother

Employment Particulars

Name of Employer

Address

City

Postal Code

<i>Matrimonial Intake Sheet</i> <i>Document Prepared For Litigation Purposes</i> <i>Solicitor Client Privilege Claimed</i> <i>Law Offices of Douglas R. Thomas</i>	
Income for Last Year	
Position	
Part or Full time	
Length of Time	
Hourly rate and hours per week	
<i>Have recent pay stub?</i>	
Income tax	
Returns done <i>Yes/No?</i>	
Name of Tax Preparer	
Address	
City	
Postal Code	
<i>Include last three years returns and notices of assessment</i>	Income year to date - last year - year before - two years before -
Education	
Last School	
Place and year	
Degree etc.	
Client's past lawyer	
Name of lawyer	
Address	
City	
P.C.	

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Authorization obtained

Notes

Retainer

Sever Jt. Tenancy

Need New Will

Other Party Information	
Name	
Address	
City	
Postal Code	
Telephone (home)	
Telephone (work)	
Emergency alt. no.	
Social Ins. No.	
Particulars of Birth	
Date of Birth	
Place of Birth	
Age of Spouse	
Information for Divorce	
Surname at Birth	
Surname Before Marr.	
Past Divorce	
Date of Divorce	
Place of Divorce	
For Marriage Certif	
Name of Father	
Maiden Name of Mother	
Employment Partic.	
Name of Employer	
Address	
City	
Postal Code	
Income for Last Year	

Position	
Part or Full time	
Length of Time	
Hourly rate and Hours per week	
<i>Have recent pay stub?</i>	
Income tax	
Return done <i>Yes/No?</i>	
Name of Tax Preparer	
Address	
City	
Postal Code	
<i>Produce income tax returns or notices of assessment for last three years</i>	
Income of spouse	year to date last year two year ago three years ago
Education	
Last School	
Place and year	
Degree etc.	
Other party's lawyer	
Name of lawyer	
Address	
City	
P.C.	
Notes	

Support Claims	
Child Support	
Income of Payor & name	
Income of Recipient & name	
<i>Child Support Amount</i>	
Extraordinary or Extracurricular Expenses	
	amount and paid by whom
1.	
2.	
3.	
4.	
5.	
Spousal Support	
Income of Payor	
Income of Payee	
<i>Low Range Figure</i>	
<i>Mid Range Figure</i>	
<i>High Range Figure</i>	
Family Responsibility Office	
Family Responsibility Office Case No.	

Children

Name

Date of Birth School and Grade

Medical

Doctor's Name

Med.
Aut?

Address

Person treated and problem

Notes

Marital History	
Marriage	
Date of Marriage	
Place of Marriage	
Status	
Husband- single or div.	Date and Place of Last Divorce
Wife - single or div.	Date and Place of Last Divorce
Common Law Relationship	
Date of Cohab.	
Children of Relationship ?	
Separation	
Date of Separation	
Subseq. Reconciliation	When and how long?
Total No. of Years of Cohabitation (including marriage and common law together)	
number of years	
Reason for Marriage Breakdown	

Residence of Children since separation	
<i>(State where and with whom the children have resided)</i>	
Residence in Ont. since	
Husband	
Wife	
Matrimonial Agreements	
Marriage Contract	<i>When? Produce a copy?</i>
Separation Agreement	<i>When? Produce a copy?</i>
Past Court Actions	
<i>Court</i>	<i>Particulars of Proceeding</i>
Criminal Record Information	
offences and dates of conviction	
Children's Aid Information	
Date and Society Name	Particulars of Involvement
Witnesses to Events	

<i>Name</i>	<i>What they saw</i>
<i>Address</i>	
<i>Tel home</i>	
<i>work</i>	
<i>Name</i>	
<i>Address</i>	
<i>Tel home</i>	
<i>work</i>	
<i>Name</i>	
<i>Address</i>	
<i>Tel home</i>	
<i>work</i>	
<i>Name</i>	
<i>Address</i>	
<i>Tel home</i>	
<i>work</i>	

Limitation Periods	Date
For Commencement of Equalization 6 years after sep or 2 years after div.	
For Support 2 years from sep'n under F.L.A.	

