

HARDY SLOAN LAW, PLLC

Attorney at Law

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CLIENT INFORMATION FORM

Divorce

Please complete this questionnaire. If you will spend the time to complete all items, you will give us the background information necessary to begin to understand the complexity of the personal aspects of your family law problem.

Date

SECTION 1

Name:

Date of Birth:

Social Security
Number:

Place of Birth:

Driver's License Number and State:

Address: (City, State, Zip)

Mailing Address if different than above:

Home Phone:

Cell Phone:

Work Phone:

E-mail Address:

Employer:

Job Title:

Employer Telephone:

Employer Address:

Length of
Employment:

Gross Salary
per month or
annually:

Education

Retirement, Pension or IRA

SECTION 2

Spouse's Name:

Spouse's Date
of Birth:

Spouse's Social
Security Number:

Spouse's Place of Birth:

Spouse's Driver's License Number and
State:

Spouse's current address: (City, County,
State, Zip)

Spouse's Contact Number:

Spouse's Employer:

Spouse's Employer's Address: City, State,
Zip)

Spouse's Employer Telephone Number:

Spouse's Gross salary per month or
annually:

Spouse's Length of Employment:

Retirement, Pension or IRA

Spouse's Education

Email Address:

SECTION 3

Date of Marriage

Place of Marriage: (City, County, State)

Are you now separated from your spouse?

Date of Separation:

If a divorced is granted, should wife's maiden name or prior name be restored? List name.

Have you seen a marriage counselor?

Name of Counselor:

SECTION 4

Religious preference:

Marital difficulties:

Drugs/Alcohol

Sexual disappointment

Physical Violence

Religion

Financial Disputes

Incompatibility

Sexual infidelity

Other

Please give full name, date and place of birth, age, sex and social security number, and driver's license number of each child of the marriage:

SECTION 5

Child 1: (First, Middle, Last)

Date of Birth:

Social Security Number:

Place of Birth: (City, County, State)

Driver's License Number and State:

Sex of child:

Child 2: (First, Middle, Last)

Date of Birth:

Social Security Number:

Place of Birth: (City, County, State:)

Driver's License Number and State:

Sex of Child:

Child 3: (First, Middle, Last)

Date of Birth:

Social Security Number:

Place of Birth: (City, County, State:)

Driver's License Number and State:

Sex of Child:

Where are the children living at this time?

Where have the children lived for the past 5 years?
List the address(es) and date(s) and who they lived with.

Are the child(ren) covered by Health Insurance? Name of Insurance Company:

Policy Number/Group Number Which Parent is responsible for payment of premium?

Is the current health insurance coverage provided through either parents employment

List all property owned by the child(ren):

SECTION 6

How long have you lived in Texas? What county do you reside in? How long have you lived in that county?

Have you or your spouse ever filed for divorce: If so, when and where? (Date and location)

Does your spouse have an attorney? If so, who?

SECTION 7

Have you been married before? Do you have children under the age of 18, from a previous relationship or marriage, that are entitled to support?

If so, give first, middle, last name, date and place of birth, sex of child,

Child 1: (First, Middle, Last Name) Date of Birth: Sex of Child:

Child 1- Place of Birth:

Child 2: (First, Middle, Last Name)

Date of Birth:

Sex of Child:

Child 2- Place of Birth:

Child 3: (First, Middle, Last Name)

Date of Birth:

Sex of Child:

Child 3- Place of Birth:

With whom do these children reside?

Do you pay/receive child support?

How much support?

per

Does your spouse have children by a previous marriage?

If so, give first, middle, last name, date of birth, sex of child.

Child 1: (First, Middle, Last Name)

Date of Birth:

Sex of Child:

Child 1- Place of Birth

Child 2: (First, Middle, Last Name)

Date of Birth

Sex of Child:

Child 2- Place of Birth

Child 3: (First, Middle, Last Name)

Date of Birth:

Sex of Child:

With whom do these children
reside?

Does your
spouse pay/
receive child
support?

How much? \$

SECTION 8

Is your spouse currently charged with crime? Example: Assault Family Violence, Possession of Drugs
DWI

Are you now or have you ever been
under a Protective Order for Family
Violence?

Is an Emergency Protective Order "EPO" currently
in place?

Does either yourself, spouse, or children have any disabilities?

Have you or your spouse ever received public assistance?

Welfare/SNAP

TANF

Medicaid

n/a

SECTION 9

Are you a legal citizen of the USA?

Do you or your spouse currently have any IRS problems?

Vehicle currently in your possession? (Year,
Make, Model)

Vehicle in spouse's possession? (Year,
Make, Model)

Do you own or have a gun in
your possession?

Does your spouse own or have
a gun in their possession?

Who referred you to this office?

What forms of social media are you subscribed to:

Provide a list of any tracking applications or devices for which you are a registered user, subscribed to, participant of:

Life 360

Google Maps

Find My iPhone/Watch

Other:

Additional information you wish our office to know

SECTION 10

Notice of Privacy Policy

My office is committed to respecting your privacy and protecting the information about you that we may receive. As a lawyer, I have a professional obligation to keep confidential all information we receive within a lawyer-client relationship. I am committed to protecting any personal information we hold. This privacy policy outlines how we manage your personal information and safeguard your privacy.

HARDY SLOAN LAW, PLLC, provides legal services to a wide range of clients. In doing so, we collect information:

- a) To establish and maintain responsible client relationships, to administer ongoing client agreements and to provide ongoing services;
- b) To understand client needs;
- c) To develop, enhance, promote and provide services and support;
- d) To complete certain court documents requesting identifying party information.

Personal information is any information that identifies you, or by which your identity could be deducted. If we did not collect and use your personal information we could not provide you with legal services. As an essential part of completing certain court documents, we obtain certain personal information about you in order to properly identify parties in cases. The types of information we may request include but are not limited to addresses, phone numbers, social security numbers, driver's license numbers, dates of births, place of birth, employment information, criminal histories as well as financial information.

We collect information only by lawful and fair means and not in an unreasonably intrusive way. Wherever possible we collect your personal information directly from you, at the start of a retainer and in the course of representation. Sometimes we may obtain information about you from other sources: for example,

- From police services
- Government agency or registry
- From a community service agent
- From medical personnel, facilities, etc.

In most cases, we shall ask you to specifically consent, if we collect, use, or disclose your personal information. Normally, we ask for your consent in writing, but in some circumstances, we may accept your oral consent. Sometimes your consent may be implied through your conduct with us.

We use your information to provide legal advice and services to you and to administer our client (time and billing databases). We do not disclose information to third parties to enable them to market their products and services. For example, we do not provide our client mailing lists to other law firms.

Family Cases:

We disclose information as required for completion of certain court documents. It is necessary to obtain private identifying information for such documents as original petitions, final decrees and certain child support documents where the court requests the information. Information requested may include but not limited to information such as addresses, phone numbers, social security numbers, driver's license numbers, dates of births, place of birth, employment information as well as financial information.

Since we use your personal information to provide legal services to you, it is important that the information be accurate and up-to-date. **If during the course of the retainer, any of your information changes, please inform us so that we can make any necessary changes, especially to telephone, address and e-mail.**

Hardy Sloan Law, PLLC takes all reasonable precautions to ensure that your personal information is kept safe from loss, unauthorized access, modification or disclosures. Among the steps take to protect your information are:

- Premises security
- Restricted file access to personal information
- Deploying technological safeguards like security software and firewalls to prevent hacking or unauthorized computer access;
- Internal password and security policies

The only persons with access to your personal information is the lawyer handling your case and any staff that is employed by Hardy Sloan Law, PLLC.

You may ask for access to any personal information we hold about you. Summary information is available upon request. More detailed requests which require archive or other retrieval costs may be subject to our normal professional and disbursement fees.

Once your case is completed, your file is archived in a storage area. Further, any and all documents prepared in your case is placed on a computer disc and also placed in storage.

Since Hardy Sloan Law, PLLC regularly reviews all of its policies and procedures, we may change our Privacy Policy from time to time.

I understand that there is a \$300.00 consultation fee regardless of whether I retain the law firm of Hardy Sloan Law, PLLC, or not and that it is payable at time of appointment.

Date:

Client Signature:

CHECK YOUR EMAIL DAILY. A MAJORITY OF COMMUNICATION WILL BE VIA EMAIL.

IT IS THE CLIENT'S RESPONSIBILITY TO UPDATE THIS OFFICE WITH ANY ADDRESS, TELEPHONE NUMBER, OR EMAIL CHANGE IMMEDIATELY.