

# STOKES FAMILY LAW, PLLC



## CONSULTATION INFORMATION & INSTRUCTIONS

*\*Please carefully review this document so that you are prepared for your consultation.*

**For instructions and instructional videos on how to use MyCase and Dropbox please visit our website [HERE](#).**

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*Documents can also be uploaded directly to MyCase after you are a client.*

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### Dear Potential Client:

To ensure your consultation is productive, please carefully read this document and gather the requested documents. Please email the requested documents **BEFORE** your consultation. **No screenshots!** (1) Please SCAN and EMAIL the documents in 1 email, or (2) send them via a SHARED DropBox Folder Link to LStokes@wedofamilylaw.com, or (3) schedule a time to hand-deliver the documents to our office before your consultation. Our office is **By Appointment Only**.

**NOTE: MyCase is only available to law firm clients who have paid a retainer fee.**

Instructions on how to download Zoom are also included in this document. If your consultation is for a Contested Divorce, Attorney Stokes will not meet with you, if you currently have a lawyer!

### CONSULTATION DOCUMENTS:

*Please email or upload the documents requested before your consultation. No screenshots. Please scan and email them in 1 email, upload them to MyCase, or hand-deliver them before your consultation.*

- **ADOPTION**

- See intake document(s) forwarded via email and/or MyCase.
- Make sure you know whether the biological mother and biological father are agreeing to the adoption AND will sign off on the petition.
- If you do not know who the biological father, please ask the birth mother for any and all information.

- **CHILD SUPPORT/CUSTODY/VISITATION/DEPENDENCY & NEGLECT**

- Any Child Support, Visitation, or Custody Petitions that have been filed with the court (*If one has been file, then you should request a copy of your entire legal file from the court. The Petition should be included in the legal file*).
- Go to Juvenile Court and request a copy of your entire legal file and scan it or schedule a time with our office to drop it off before your consultation (*If this is a brand-new case and you have never been to court about the matter you are consulting about, you will not have a legal file at the court*).
- Request a copy of your entire legal file or alternatively your Current Child Support Order and Child Support Worksheet (*These are 2 different documents. If you don't have them, go to Juvenile court and request a copy. If you request a copy of your entire legal file from the court these documents should be included in the legal file*).
- Prior calendar year's W-2 AND/OR 1099.
- Recent paycheck stub.
- Last paycheck stub from December of the previous year
- Other party's income information from the prior calendar year including W-2 and/or 1099 & recent paycheck stub (*If available*).
- Proof of any health, dental, and vision insurance on the child (*If any, that you are paying for*).

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- Proof of childcare and extracurricular expenses (*if any*).
- **Parenting Time Calendar:** The parenting time calendar should reflect parenting time for the past year. The days the child(ren) is with the father for a period of 12 hours or more and overnights those days should be circled on the calendar. The day the child is returned to the mother should have a forward slash through it ( / ). The days that are not circled nor have a slash on them represent the mother's parenting time with the child. **NOTE:** you can go to [timeanddate.com](http://timeanddate.com) and print a calendar for the past year. Once you have completed the calendar with the circles and slashes count up the days that are circled and have that number ready to give to the attorney. This calendar should be kept up until the child is eighteen (18) years old and has graduated high school.

### • **DIVORCE**

#### ○ **Contested**

- **If** you have been served divorce papers then your case is contested, admit or deny the allegations in the Complaint for Divorce. Put an (A) at the end of each allegation if the information is correct or you **ADMIT (or agree)** with it. Put a (D) at the end of each allegation if the information is incorrect or you **DENY (or disagree)** with it. Scan and email the documents you were served with.
- The more you know about you and your spouse's assets and debts the more productive your meeting will be.
  - **What assets do you have?** Ex. Cars, vehicles, retirement accounts, bank accounts, real property, land, copyright/trademarks, businesses, insurance policies with cash value, etc.
  - **What debt do you have?** Ex. Car loans, credit cards, medical bills, charge accounts, taxes, etc.
- Before your meeting, list your **MONTHLY EXPENSES** (some you may pay annually) and the monthly cost associated with each expense.
- Know the income and income sources for both parties.
- **All documents listed below.**

#### ○ **Uncontested**

- **Any agreement that you and your spouse have reached.**
- **All documents listed below.**
- Prior calendar year's W-2 AND/OR 1099.
- Recent paycheck stub.
- Last paycheck stub from December of the previous year
- Other party's income information from the prior calendar year including W-2 and/or 1099 & recent paycheck stub (*If available*).
- Proof of any health, dental, and vision insurance on your spouse (*if any, that you are paying for*).
- Proof of any health, dental, and vision insurance on the child(ren).
- Proof of childcare and extracurricular expenses (*if any*).
- **With Child(ren):**
  - Request a copy of your entire legal file or alternatively your Current Child Support Order and Child Support Worksheet (*These are 2 different documents. If you don't have them, go to Juvenile Court, and*

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*request a copy. If you request a copy of your entire legal file from the court these documents should be included in the legal file).*

- **Parenting Time Calendar:** The parenting time calendar should reflect parenting time for the past year. The days the child(ren) is with the father for a period of 12 hours or more and overnights those days should be circled on the calendar. The day the child is returned to the mother should have a slash through it. The days that are not circled nor have a slash on them represent the mother's parenting time with the child. **NOTE:** you can go to [timeanddate.com](http://timeanddate.com) and print a calendar for the past year. Once you have completed the calendar with the circles and slashes count up the days that are circled and have that number ready to give to the attorney. This calendar should be kept up until the child is eighteen (18) years old and has graduated high school.
- **Any prenuptial or postnuptial agreement executed by the parties.**

### • **POST-DIVORCE**

- Any documents from the divorce case that you want to be reviewed or are the subject of the consultation. If the case is in Shelby County, please provide the document number before your consultation.
- Current Child Order and worksheet from your divorce (If you do not have these you will need to go to the court, Circuit, or Chancery depending on which court your divorce was done in and request a copy). **NOTE: THE CHILD SUPPORT ORDER AND WORKSHEET ARE TWO DIFFERENT DOCUMENTS SO MAKE SURE YOU REQUEST BOTH.**
- Current Parenting Plan Order that the parties are following (If you do not have a copy of this document you will need to go to the court, Circuit or Chancery depending on which court your divorce was done in, and request a copy).
- Prior calendar year's W-2 AND/OR 1099.
- Recent paycheck stub.
- Last paycheck stub from December of the previous year
- Other party's income information from the prior calendar year including W-2 and/or 1099 & recent paycheck stub (*If available*).
- Proof of any health, dental, and vision insurance on the child (if any, that you are paying for).
- Proof of childcare and extracurricular expenses (*if any*).
- **Parenting Time Calendar:** The parenting time calendar should reflect parenting time for the past year. The days the child(ren) is with the father for a period of 12 hours or more and overnights those days should be circled on the calendar. The day the child is returned to the mother should have a slash through it. The days that are not circled nor have a slash on them represent the mother's parenting time with the child. **NOTE:** you can go to [timeanddate.com](http://timeanddate.com) and print a calendar for the past year. Once you have completed the calendar with the circles and slashes count up the days that are circled and have that number ready to give to the attorney. This calendar should be kept up until the child is eighteen (18) years old and has graduated high school.

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- **ENTERTAINMENT/BUSINESS**

- Send any document or contract you want to discuss during your consultation. Please review it before your consultation so the meeting can be productive.
- *See* intake document(s) forwarded via email and/or MyCase.

- **WILLS & ESTATE**

- *See* intake document(s) forwarded via email and/or MyCase.
- Complete the intake form.

- **PERSONAL INJURY**

- Please provide any and all police/incident reports, photos, insurance cards, and medical bills to review before the meeting.
- Complete the personal injury intake form.
- *See* intake document(s) forwarded via email and/or MyCase.



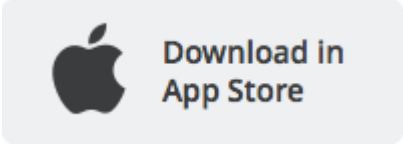
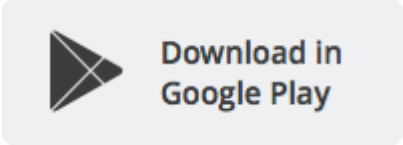
## **ZOOM CONSULTATION INSTRUCTIONS:**

**Zoom allows you to participate by both video and/or audio.** (Feel free to be comfortable and wear your casual clothes!) You should be able to use the audio through your laptop, desktop, Ipad or cell phone for the meeting. **If you don't already have the Zoom app, I would encourage you to download it ahead of time.** If you have any difficulties, please email me. Using this app allows you the best virtual experience, where we can prepare documents and show them to you electronically. **Please make sure you have a good wi-fi connection and that you are not in a noisy location, in a car, nor driving during your consultation.**

**Recording is not permitted!!**

*Attorney/Client privilege only attaches to communications between the attorney and client only. If third parties are present, then there is no protection. Therefore, please **DO NOT** have any third parties present during your consultation.*

## **Downloading Instructions**

<b>For Computers/Laptops</b>	<b>For Mobile/Tablet Devices</b>
<p>Click <a href="#"><u>here</u></a> to download the Zoom Installer file. <i>The download will start automatically when you click here.</i></p> <p>For step-by-step directions click the link below</p>	<p>Click on the icons below to download the platform on your preferred device.</p> <div data-bbox="824 1224 1224 1367">A rectangular button with a light gray background. On the left is the Apple logo. To its right, the text "Download in App Store" is displayed in a dark gray font.</div> <div data-bbox="824 1461 1224 1604">A rectangular button with a light gray background. On the left is the Google Play logo (a stylized triangle). To its right, the text "Download in Google Play" is displayed in a dark gray font.</div>



## STARTING A SHARED DROPBOX FOLDER

**PURPOSE:** Our office charges between \$90/hr. for the paralegal and student interns to scan documents you bring to our office and drop-off, if the lawyer does it those services are billed at \$ 300/hr. It is a time-consuming process for us to do so and organize the files into an electronic format that is easily accessible. So, we are asking each client have access to a computer or laptop and then gather their documents/evidence, scan them, label them, and organize them in a DropBox file and then **SHARE that file with our office at [LStokes@wedofamilylaw.com](mailto:LStokes@wedofamilylaw.com)**

Once the file is properly shared, we can view any and all documents, items, audios, pictures uploaded into that SHARED file, in real time.

You only need to create 1 SHARED DROPBOX FILE and share that folder with us. In that 1 folder, create subfiles. We will be able to see everything included in that folder. We will be notified by email when you upload any new documents or create any new files in the SHARED FILE!

### How to share a file or folder on Dropbox

You can share folders and files in your Dropbox account with anyone (even if they don't have a Dropbox account).

You can control whether people can edit, comment, or only view your files and folders, when you share them, and after you share them. Edits or comments that are made to a file or folder are updated live for everyone who they've been shared with.

Not using Dropbox yet? See how Dropbox helps you effortlessly share folders.

Other helpful articles:

- [Common issues with Dropbox shared folders](#)
- [Share your file or folder with a link instead](#)

### Share a file or folder on dropbox.com

*To share a file or folder with the Dropbox website:*

1. [Sign in](#) to dropbox.com.
2. Click Files in the left column or Click the icon to Create a **FOLDER**. Name the Folder (Ex. SHARED | Client Name - Case Documents)
  - Once Shared anything in this folder can be seen by our office. You can create subfiles for different items such as Income, Expenses, Proof of Infidelity, Children's Expenses, Etc.
3. Hover over the file or folder you'd like to share.
4. Click Share.
5. Type the Email, name, or group of the person (or people) you'd like to share with.
6. Click Share. They'll receive an email with a link to the file or folder.

## Share a file or folder with the Dropbox mobile app

*To share a file or folder with the Dropbox mobile app:*

1. Tap Files at the bottom of the screen.
2. Tap the ... (ellipses) under the file or folder you'd like to share (iPhone or iPad) or beside the file or folder you'd like to share (Android).
3. Tap Share.
4. Type the Email, name, or group of the person (or people) you'd like to share with.
5. Tap Share. They'll receive an email with a link to the file or folder.

## Share a file or folder with the Dropbox folder on your computer

1. Open the Dropbox folder on your computer.
2. Right-click the file or folder you'd like to share.
3. Click Share.
4. Type the Email, name, or group of the person (or people) you'd like to share with.
5. Click Share. They'll receive an email with a link to the file or folder.

## Share a file or folder with Dropbox in your system tray/menu bar

1. Open the Dropbox desktop application.
2. Click the Dropbox icon in your system tray or menu bar.
3. Hover over a file or folder you'd like to share.
4. Click the "... " (ellipses) next to the file or folder.
5. Click Share....
6. Type the Email, name, or group of the person (or people) you'd like to share with.
7. Click Share. They'll receive an email with a link to the file or folder.

## Share a file or folder from the Dropbox desktop app

*See how to share a file or folder from the desktop app in this step-by-step video.*

See Dropbox video on Sharing Files/Folders:

<https://youtu.be/mEvT5SXFL5M>

Go to the webpage below for more information or to view the video on Dropbox.com

<https://help.dropbox.com/files-folders/share/share-with-others>