



Family Law Custody/PFA Questionnaire

The purpose of an initial consultation with **Henry-Taylor Law, PC** (“Us, We, Our”) is for Us to advise you, the *prospective* client what, if anything, may be done for you, and what the minimum fee therefore will be. *The purpose is not to render a definitive legal opinion* as it may be impossible to fully assess a matter within the time frame allotted for a consultation or with the information or documents that you may be able to provide at the initial consultation.

One of three outcomes is possible following your consultation:

- A. You desire to have Us represent you and We desire to represent you;**
- B. We decline representation; or**
- C. You decide not to use Our services.**

It is important to note that even if, after the initial consultation, you desire to have Us represent You and We desire to represent You, Our actual representation of you does not begin until both parties have signed the Engagement Letter, a separate document which sets forth the specific terms and conditions of Our representation.

Note: The following questions will help Us to understand the reason for your visit today. Your responses are protected by attorney/client privilege and will be held in strict confidence.

IMPORTANCE OF MAINTAINING CURRENT CONTACT INFORMATION

While it is impossible to predict the course of a representation, it may be important for Us to contact you immediately, or upon short notice, to confer with you regarding the status of your case. An inability to do so may result in your case being prejudiced and detrimentally affect the outcome of the case. Accordingly, you agree to keep Our office informed of your current address, telephone number and whereabouts. If you leave town, for example, to travel on business or vacation, please notify Our office before leaving of the expected duration of the trip and how We may contact you while you are away.

EMAIL COMMUNICATION

Many attorney-client communications via email involve relatively innocuous information and do not present a great concern even if they are received or read by someone other than you. On the other hand, any communication from an attorney that can be accessed by others may be of concern in some situations. Please think carefully about your email process. Do individuals who are not parties to this matter have access to your email? For example, if emailing from home or a smartphone, does someone else have access to the computer/smartphone from which you send/receive your email or to your email account? Is your email account password-protected? If emailing from work, does your employer reserve the right to view all email traffic on its servers? Most do. Note that any unprotected access to email communications between you and Our attorneys may raise issues of whether the attorney-client privilege was waived, and if so, the communication may be available for review and use by the adverse party.

Anytime you communicate via email with one of Our attorneys, include only the attorney in the communication. DO NOT “cc” or “bcc” other parties to the action, adverse counsel, judges, family, friends, relatives, or ANYONE else.

USE OF SOCIAL MEDIA (e.g., Facebook, Twitter, Blog)

Information currently on your social media site may potentially have an impact on your case, either positively or negatively. Information you place on your social media site in the future may also potentially affect your case. Generally, it is NOT advisable to discuss your case, including but not limited to the merits or details, the opposing party, counsel, the judge, witnesses, and the like, in any open forum. NEVER discuss with ANYONE, or disclose in any manner, discussions We have with you regarding your case, whether on a social media site or in any setting. Please review your social media sites promptly. If you have any questions regarding how a prior entry or posting may potentially affect your case, please feel free to discuss the issue with Us as soon as possible.

Date: _____

Name: _____

Home Address: County: _____

Mailing Address (if different than home address):

Home Telephone No: _____

Cellular Phone No: _____

Work Telephone No: _____

Fax No: _____

Year of Birth: _____ Age: _____

E-mail Address: _____

Social Media Addresses: _____

Employer: _____

Job Title: _____

Work Address: _____

Work Schedule: _____

Alternative Contact Person:

Name: _____

Number: _____

Relationship: _____

Criminal History: _____

Drug and Alcohol History: _____

Other parties in Household:

Children:

Name: _____

Date of Birth: _____ Age: _____

Address: _____

School: _____ Grade: _____

School District: _____

List all persons residing with Child at this address:

List places and persons that Child has lived with during the last 5 years:

Name: _____

Date of Birth: _____ Age: _____

Address: _____

School: _____ Grade: _____

School District: _____

List all persons residing with Child at this address:

List places and persons that Child has lived with during the last 5 years:

Name: _____
Date of Birth: _____ Age: _____
Address: _____
School: _____ Grade: _____
School District: _____

List all persons residing with Child at this address:

List places and persons that Child has lived with during the last 5 years:

Name: _____
Date of Birth: _____ Age: _____
Address: _____
School: _____ Grade: _____
School District: _____

List all persons residing with Child at this address:

List places and persons that Child has lived with during the last 5 years:

Are you receiving or paying child support? _____ Y _____ N
Is there a child support order? _____ Y _____ N
If yes, please provide the following:
PACSES Case No: _____
Docket No: _____
Health Insurance: _____

Child -care arrangements: _____
Distance between parent's homes: _____

Opposing Party's Information:

Name: _____

Home Address: County: _____

Mailing Address (if different than home address):

Home Telephone No: _____
Cellular Phone No: _____
Work Telephone No: _____
Fax No: _____
Year of birth: _____ Age: _____
Employer: _____
Job Title: _____ Annual Income: _____

Email Address: _____

Criminal History: _____

Mental Health History _____

Drug and Alcohol History: _____

Marriage:

Date of Marriage: _____ Date of Separation: _____

City/State/County where marriage occurred: _____

Has a divorce action been filed previously? _____ Y _____ N

If yes, please provide the docket number: _____

Has CYF/CYS or the Police been involved:

Date:

Caseworker:

Outcome:

Docket#:

PFA information:

Defendant's Date of Birth:

Defendant's Place of Employment, including address:

The relationship between the Plaintiff and Defendant is: (Example: husband / wife; boyfriend / girlfriend; ex-wife / ex-husband) _____

The Plaintiff and Defendant have been involved in the following other court actions: (Example: divorce, custody, support)

The result of the other court action(s) is / are as follows:

Have criminal charges been filed against the Defendant because of this incident?

_____ yes _____ no

Is the Defendant currently on probation or parole?

_____ yes _____ no

Are you seeking an Order of custody as part of this petition? _____ yes _____ no

If yes, provide the names of the children and where they have lived for the past five years:

Please describe the most recent incident of abuse:

Please describe (briefly) any prior incidents of abuse that the Defendant has committed against the Plaintiff and / or minor children?

Has the Defendant used, or threatened to use a weapon against the Plaintiff and / or minor children? If so, please describe and be specific.

To the best of your knowledge or belief does defendant own or possess any firearm, other weapon, ammunition or any firearm license? Yes _____

No _____

If Yes Please list: _____

Please provide the name(s) of the local police departments where you live and work:

Please read and check the following forms of relief that you are asking the Court to provide you in the Temporary Order, and after a hearing, a Final Order:

(Check each form of relief requested.)

A. Restrain Defendant from abusing, threatening, harassing, or stalking Plaintiff and/or minor child/ren in any place where Plaintiff may be found.

B. Evict / exclude Defendant from Plaintiff's residence and prohibit Defendant from attempting to enter any temporary or permanent residence of the Plaintiff.

C. Require Defendant to provide Plaintiff and/or minor child/ren with other suitable housing.

D. Award Plaintiff temporary custody of the minor child/ren and place the following restrictions on contact between Defendant and child/ren.

E. Prohibit Defendant from having any contact with Plaintiff and / or minor child/ren, either in person, by telephone, or in writing, personally or through third persons, including but not limited to any contact at Plaintiff's school, business, or place of employment, except as the court may find necessary with respect to partial custody and/or visitation with the minor children.

F. Prohibit Defendant from having contact with Plaintiff's relatives and Plaintiff's children listed in this petition, except as the court may find necessary with respect to partial custody and/or visitation with the minor children.

G. Order Defendant to temporarily turn over weapons to the Sheriff of the County and prohibit Defendant from transferring, acquiring, or possessing any such weapons for the duration of this Order.

H. Order Defendant to pay temporary support to Plaintiff and / or minor children, including medical support and payment of the rent or mortgage on residence.

I. Direct Defendant to pay Plaintiff for the reasonable financial losses suffered as a result of the abuse, to be determined at the hearing.

J. Order Defendant to pay the costs of this action, including filing and service fees.

K. Order Defendant to pay Plaintiff's reasonable attorney's fees.

Please circle and provide any of the below pieces of evidence:

- Appearance of scene documented (written and photographed or sketched)
- Injuries of all parties documented (written and photographed/sketched)

- Documentation of pains or other non-visible injuries
- Removed weapons used in incident, in plain view or if consensual search is conducted
- Collect torn or bloodied
- Medical records *f*
- Prior police or incident reports
- Booking records included
- Restraining orders included
- Phone records
- 911/Emergency call tape
- Photos of injuries
- Videos of abusive behavior
- Voice message of abusive behavior
- Employment records
- Criminal history
- Telephone records
- Letters from Perpetrator
- House Rules - Perpetrators often have a list (either verbal or written) of rules for the victim to follow.
- Victim Diary
- Social media postings
- Photographs of the crime scene

- Interviews of all witnesses.
- Names and contact information of witnesses of current or past incidents

Other relevant Facts/Time-line?

***** DO NOT COMPLETE – OFFICE USE ONLY *****

Fee Agreement: _____
Estimated Fee/Flat: _____
Hourly Rate: _____
Estimated Expenses: _____
Retainer Received: _____
Case Accepted/Rejected: _____
Referral Source: _____

Notes: