



# Client Information Form – Minor Children

Office Use Only: OC LA RIV SB SD FW

Name Change  Disso/ Finalization/ Legal Sep

## Client's Information: Petitioner

Client's full legal name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Gender:  Female  Male  Nonbinary

Address: \_\_\_\_\_ Apt \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Have you used any other names (maiden, nickname, etc.)? List here:

\_\_\_\_\_

Cell phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ ext.: \_\_\_\_\_

Email address: \_\_\_\_\_

Employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Gross monthly income: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Have you served in the U.S. Military? \_\_\_\_\_

If you would like your previous legal name restored, list it here: \_\_\_\_\_

## Spouse's Information: Respondent

Spouse's full legal name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Spouse's Gender:  Female  Male  Nonbinary

Spouse's Address: \_\_\_\_\_ Apt \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Has your spouse used any other names (maiden, nickname, etc.)? List here:

\_\_\_\_\_

Cell phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ ext.: \_\_\_\_\_

Email address: \_\_\_\_\_

Employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Gross monthly income: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Have you served in the U.S. Military? \_\_\_\_\_

If your spouse would like their previous legal name restored, list it here: \_\_\_\_\_

Date of Marriage: \_\_\_\_\_ Date of Separation: \_\_\_\_\_

**Minor Children Section:**

Child's full legal name:	Date of birth:	Place of birth:city,state	Gender:

**Legal Custody Note:** the court requires you to tell them what type of legal custody you are requesting. Legal custody states that the parents have the legal right to health, welfare and religious decisions regarding the child(ren) of the marriage. These include the right to school information and medical information. If you require additional information regarding this issue, we may require you to seek legal advice or you can obtain the information from the superior court website for the county you reside in.

Legal Custody:  Joint       Sole to the Petitioner       Sole to the Respondent

**Physical Custody Note:** The court requires that you tell them what type of order you want for physical custody. Physical custody refers to the time the children spend with each parent regularly. This includes weekdays, weekends, holidays, and vacations. If you require additional information regarding this issue, we may require you to seek legal advice or you can obtain the information from the superior court website for the county you reside in.

Physical Custody:  Joint       Sole to the Petitioner       Sole to the Respondent

Who will the child(ren) live with? \_\_\_\_\_

Who will have visits? \_\_\_\_\_

Do you have an agreement about how these visits will take place?  Yes  No

What about holidays?  Yes  No

**Child Visitation Note:** If you have no agreement the court may require that the parties attend mediation to settle those issues before the court will make orders for child visitation. If you have no visitation schedule you can check the website of the superior court of the county you reside in for a sample schedule.

Please provide a description of the visitation schedule you have agreed to:

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**Minor's Residence History:**

The court requires that you provide them with the address that the minor child (ren) have resided at for the last 5 years. Provide the current and all prior addresses for the last 5 years.

Date from:	Date to:	Address:	Whom they lived with:

**Child Support Note:**

Child support is based on three factors, your gross monthly income, the gross monthly income of the other party, and the percentage of time the other party spends with the child(ren). The court uses a program that calculates that amount. However, the parties can agree on any amount that they choose as long as both parties are in agreement and the court will accept it. If the parties are not agreeable, then a court hearing will be required so that the court can obtain the information to calculate the child support numbers.

Do you have an agreement regarding child support?  Yes  No

Amount of child support: \_\_\_\_\_

How is it to be paid? \_\_\_\_\_ (For example, ½ on the 1<sup>st</sup> of the month and the other ½ on the 15<sup>th</sup> of the month.)

(\*Child support is payable until the child turns 18 AND is no longer a high school student or reaches the age of 19.)

Who will provide medical insurance? \_\_\_\_\_

Who will provide non covered medical expenses? \_\_\_\_\_

**Spousal Support Section:**

Spousal support is based on the length of time of the marriage and the ability of the other party to pay. Since we are a document preparation service, we are unable to provide you with information regarding spousal support. If you are seeking spousal support and you do not have an agreement with the other party you will need to seek legal advice as to your rights regarding spousal support. The court will require a hearing to determine the information necessary to make an order for spousal support.

Is either party seeking spousal support?  Yes  No

Do you have an agreement on the amount and duration? \_\_\_\_\_

**Community Property Section:**

Community property includes anything that the two of you have acquired since the date of marriage and includes everything from vehicles, residences, furniture, furnishings, bank accounts, retirements, pensions, 401(k)s, life insurance, stocks, etc. It is very important to make sure that all the property is listed to protect both parties. If you do not have an agreement a court hearing will be required so that the court can make an order dividing the community property pursuant to the family code.

Please list all community property and how it's to be divided: all vehicles, pensions/retirement/401(k).

Vehicles: include year, make, model, license plate number- list who is getting each vehicle (petitioner or respondent)

Accounts: include the name of the institution the account is with and last 4 digits of the account number and who gets the account (petitioner or respondent)

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**Community Debt Section**

Community debts are debts that the two of you have incurred during the marriage. If you do not have an agreement a court hearing will be required so that the court can make an order dividing the community debt pursuant to the family code.

Do you have community debts?  Yes  No

Please list all community debts and who will be paying that debt (petitioner, respondent, or both). If both put the percentage or dollar amount each person will assume. Provide the creditor's name, balance owed, and last four numbers of the account.

Community Debt	Creditor owed	Balance owed	Last 4 digits of account	responsible for debt?

## **Separate Property**

List any separate property that was acquired before the marriage, or acquired by a party during the marriage by gift, or inheritance. The court will confirm that property to the party listed. This could be any kind of property i.e.: bank accounts, retirement, or houses. If the separate property was mixed with community property during the marriage the parties must agree that the property will be confirmed to the original owner as their separate property.

Please list all separate property and how it is to be divided: all vehicles, pensions/retirement/401(k).

Vehicles: include year, make, model, license plate number- list who is getting each vehicle (petitioner or respondent). Accounts: include the name of the institution the account is with and the last 4 digits of the account number- list who is getting the account (petitioner or respondent).

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## **Previous Court Cases:** (this includes family law, criminal and civil cases)

Do you have any previous court cases with this spouse, former spouse, or child(ren)? If so, please provide the case number and the current status of the case (closed, pending).

Case # \_\_\_\_\_ Status: \_\_\_\_\_

Case # \_\_\_\_\_ Status: \_\_\_\_\_

## **Fee Waiver Qualification:**

We may be able to apply for a fee waiver with the court. Parties that qualify will have all court fees waived. However, you still will be responsible for Divorce Preparation Services' fees. Parties may also qualify for a waiver if their gross monthly income is below a certain threshold. The spouse who receives any of the below services or whose income is below the threshold will need to be the petitioner to apply for the waiver.

Are you or your spouse on:

Food stamps    Cal WORKS    Unemployment Benefits    Medi-Cal    IHSS

Name of adult who receives these services: \_\_\_\_\_

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## **How did you hear about us?**

Google search

yelp

referral

If a referral please list their name: \_\_\_\_\_

If the space above is not adequate room for your assets, debts, visitation etc. Please send an attachment with any additional items.