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**CHILD CUSTODY INTAKE FORM**

Date: \_\_\_\_\_

Please complete this questionnaire as completely and accurately as you can. Where appropriate, provide documents, receipts and other supporting information separately. **All information that you provide will be held in strict confidence.**

**If you do not know an answer please write a question mark (?), if an answer does not apply to your case please write N/A. Please do not leave answers blank. Please write neatly.**

1. Personal Information:

- a. Name: \_\_\_\_\_
- b. Date of Birth: \_\_\_\_\_
- c. Place of Birth: \_\_\_\_\_
- d. Social Security Number: \_\_\_\_\_
- e. Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_
- f. Email address(es): \_\_\_\_\_
- g. May we communicate with you via email? \_\_\_\_\_
- h. How do you prefer that we communicate with you? \_\_\_\_\_

2. Where are you living now?

- a. Address: \_\_\_\_\_
- b. City, State, Zip: \_\_\_\_\_
- c. May we send mail to you at this address? \_\_\_\_\_

3. What are your telephone numbers?

- a. Home: (     )     -

- b. Cell: (     )     -
- c. Which number do you prefer that we contact you? \_\_\_\_\_

4. Please complete the following concerning your employment.

- a. Name of Employer: \_\_\_\_\_
- b. Length of Employment: \_\_\_\_\_
- c. Job Title: \_\_\_\_\_
- d. Street Address: \_\_\_\_\_
- e. City, State & Zip: \_\_\_\_\_
- f. Telephone Number: \_\_\_\_\_
- g. Gross salary (monthly/annually): \$ \_\_\_\_\_ /per \_\_\_\_\_

**IMPORTANT:** Please provide your last 3 paystubs, most recent W-2 and tax return.

5. Describe your education (schools attended, dates attended, degrees obtained):

\_\_\_\_\_

\_\_\_\_\_

6. Please complete the following information about your spouse/ co-parent.

- a. Name: \_\_\_\_\_
- b. Is the child's parent your spouse? \_\_\_\_\_
- c. Have you ever resided with the child's parent? If yes, when? If yes, when did you separate?  
\_\_\_\_\_
- d. Date of birth: \_\_\_\_\_
- e. Place of birth: \_\_\_\_\_
- f. Social Security Number: \_\_\_\_\_
- g. Driver's License Number: \_\_\_\_\_ State \_\_\_\_\_
- h. Address: \_\_\_\_\_
- i. City, State & Zip: \_\_\_\_\_
- j. Residence telephone number: \_\_\_\_\_

7. Complete the following concerning your spouse's/ co-parent's employment.

- a. Name of Employer: \_\_\_\_\_
- b. Job Title: \_\_\_\_\_
- c. Street Address: \_\_\_\_\_
- d. City, State & Zip: \_\_\_\_\_
- e. Telephone number: \_\_\_\_\_
- f. Spouse's/ Co-parent's gross salary (monthly/annually): \$\_\_\_\_\_ per \_\_\_\_\_
- g. Length of spouse's/ co-parent's employment: \_\_\_\_\_

8. Describe your spouse's/ co-parent's education (schools attended, dates attended, degrees obtained):

\_\_\_\_\_

\_\_\_\_\_

9. If married, please complete the information below.

- a. Date: \_\_\_\_\_
- b. City, State: \_\_\_\_\_
- c. Religious or Civil Ceremony? \_\_\_\_\_
- d. Currently separated or divorced? \_\_\_\_\_

10. Please complete the following about each child of the marriage/ relationship.

- a. NAME: \_\_\_\_\_
- SEX: \_\_\_\_\_
- BIRTHDATE: \_\_\_\_\_
- BIRTHPLACE: \_\_\_\_\_
- SOCIAL SECURITY NUMBER: \_\_\_\_\_

- b. NAME: \_\_\_\_\_
- SEX: \_\_\_\_\_
- BIRTHDATE: \_\_\_\_\_
- BIRTHPLACE: \_\_\_\_\_
- SOCIAL SECURITY NUMBER: \_\_\_\_\_

c. NAME: \_\_\_\_\_  
SEX: \_\_\_\_\_  
BIRTHDATE: \_\_\_\_\_  
BIRTHPLACE: \_\_\_\_\_  
SOCIAL SECURITY NUMBER: \_\_\_\_\_

d. NAME: \_\_\_\_\_  
SEX: \_\_\_\_\_  
BIRTHDATE: \_\_\_\_\_  
BIRTHPLACE: \_\_\_\_\_  
SOCIAL SECURITY NUMBER: \_\_\_\_\_

11. Should there be a geographical restriction on where the child(ren) will live? If so, please state the geographical area that the children's residence should be restricted to (i.e. in which state or county should the child live):

\_\_\_\_\_  
\_\_\_\_\_

12. Where are the children living at this time? \_\_\_\_\_

13. If you could decide, where would you like the children to live? What type of living schedule/visitation schedule (i.e. where, with whom, and for how long) do you believe is in the child/children's best interest? Why do you believe this is in their best interest?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. List any property (other than furniture, clothing and toys) owned by the children.

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

15. Does your spouse/ co-parent have an attorney? \_\_\_\_\_ If so, name and telephone number? \_\_\_\_\_

16. Have you been married before? \_\_\_\_\_  
If so, how many times? \_\_\_\_\_

17. Do you have children from a previous marriage/relationship? \_\_\_\_\_  
If so, give full name, date and place of birth, sex of each child of your previous marriages/relationships.

a. NAME: \_\_\_\_\_  
SEX: \_\_\_\_\_  
BIRTHDATE: \_\_\_\_\_  
BIRTHPLACE: \_\_\_\_\_  
SOCIAL SECURITY NUMBER: \_\_\_\_\_

b. NAME: \_\_\_\_\_  
SEX: \_\_\_\_\_  
BIRTHDATE: \_\_\_\_\_  
BIRTHPLACE: \_\_\_\_\_  
SOCIAL SECURITY NUMBER: \_\_\_\_\_

With whom do these children reside: \_\_\_\_\_

18. Do you pay/receive (circle one) child support for the children you are seeking custody of? \_\_\_\_\_

If so, how much do you pay? Did a court order you to pay? \_\_\_\_\_

Do you pay/receive (circle one) child support for any other children? \_\_\_\_\_

If so, how much do you pay? Did a court order you to pay? \_\_\_\_\_

19. Do your spouse/ co-parent have children from a previous marriage/relationship?

\_\_\_\_\_ If so, give full name, date and place of birth and sex of each child of spouse's/ co-parent's previous marriages/relationships.

a. NAME: \_\_\_\_\_  
SEX: \_\_\_\_\_  
BIRTHDATE: \_\_\_\_\_  
BIRTHPLACE: \_\_\_\_\_  
SOCIAL SECURITY NUMBER: \_\_\_\_\_

b. NAME: \_\_\_\_\_  
SEX: \_\_\_\_\_  
BIRTHDATE: \_\_\_\_\_  
BIRTHPLACE: \_\_\_\_\_  
SOCIAL SECURITY NUMBER: \_\_\_\_\_

20. Does your spouse pay/receive child support? \_\_\_\_\_

If so, how much? \$ \_\_\_\_\_ per \_\_\_\_\_

**How were you referred to this office?**

If an individual referred you, please provide their name, address and telephone number so we can thank them:

\_\_\_\_\_  
\_\_\_\_\_

If you found us via the Internet, which search engine or directory did you use? (Google, Yahoo, Yahoo Yellow Pages, AOL Yellow Pages, FindLaw, etc.):

\_\_\_\_\_  
\_\_\_\_\_

What search terms did you use to locate our website? \_\_\_\_\_

Is there anything else that you would like to discuss or that you believe we should know about you or your case? Are there any specific questions you would like answered today?

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