

Date: _____
 Date of Appointment: _____

CLIENT INFORMATION SHEET

Your Information	Spouse's information
Full Name:	Full Name:
Address:	Address:
Email:	Email:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Date of Birth:	Date of Birth:
Place of Birth:	Place of Birth:
Resident in B.C. since:	Resident in B.C. since:
Surname (immediately before marriage):	Surname (immediately before marriage):
Surname (at birth)	Surname (at birth)
Divorced before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Divorced before? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you presently have another lawyer? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of the lawyer:	Does your spouse have a lawyer? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of the lawyer:
Relationship Dates	
Date of cohabitation:	
Date and place of marriage (city/town; province/state; country):	
Provide a brief history of your marriage:	
Date of Separation:	
Still living together? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reconciliation date(s) (if any):	
Prospect of reconciliation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Who decided to separate?	
Reason for separation:	
Are there any court orders or legal reasons that prohibit communication directly or indirectly (restraining order/peace bond)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Do you have any concerns about being in the same room as your former spouse? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have the police ever been involved with your family? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Any court proceedings? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where and court file number?				
Information about your children				
List each child's full legal name	Age	Birthdate	School	Children are now living with:
List Children from any other relationship				
Your Annual Income			Spouse's Annual Income	
Employment Income:			Employment Income:	
Other income (e.g. rental income, etc)			Other income (e.g. rental income, etc)	
Social Insurance No.			Social Insurance No.	
Job Description			Job Description	
Employer			Employer	
Employee number			Employee number	
Employer's address			Employer's address	
Does the company you work for have a pension plan? <input type="checkbox"/> Yes <input type="checkbox"/> No			Does the company your spouse works for have a pension plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Your Education Background			Spouse's Education Background	
Graduate High School? <input type="checkbox"/> Yes <input type="checkbox"/> No			Graduate High School? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Attend Post-Secondary Education? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what institute and program?			Attend Post-Secondary Education? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what institute and program?	
Property				
House (market value)				
Other Property (land/house)				

Investments (Stocks, bonds, RRSPs, mutual funds)
Other (list) – Any other Pension besides CPP accumulated during your relationship?
Debts and whose names are the debts in?
Issues (provide details of your concerns)
Divorce:
Children:
Child Support:
Spousal Support
Property Division
Restraining Order / No Contact
Other issues
Anything else you want us to know?

Please also check the appropriate box(es) in answer to the questions on the following 3 pages:

Conflict & Communication Assessment

1. Which of the following best describes your relationship with your spouse?
 - Divorcing/separating and living apart
 - Divorcing/separating but still living together
 - Never married and used to live together
 - Already divorced/separated
 - Never married, never lived together

2. What process(es) have you been involved in to date? Check all that apply.
 - Nothing formal; we have only talked with each other
 - Mediation – successfully
 - Mediation – no success
 - Court Application – once
 - Court Application – more than once

3. What process(es) have you used to assist with disagreements about parenting?
 - Nothing formal; we have only talked with each other
 - Mediation – successfully
 - Mediation – no success
 - Court Application – once
 - Court Application – more than once

4. How comfortable are you being in the same room with your partner, discussing difficult issues?
 - Comfortable
 - Difficult, but we can do it with some support or facilitation
 - Uncomfortable – I can't express myself or don't get a chance to talk when we have difficult conversations

5. How well do you and your partner cooperate?
 - We generally cooperate well
 - We cooperate some of the time
 - We do not cooperate well
 - Cooperation is almost always impossible
 - No contact or cooperation is possible

6. How well do you and your partner communicate?
 - We generally communicate well
 - We can communicate well some of the time
 - We do not communicate well
 - Communication is almost always impossible
 - We do not communicate

7. How important is the other parent to the welfare of your Child/ren?
- No children
 - Very important. S/he has many valuable things to offer as a parent
 - Important. S/he has valuable things to offer as a parent
 - Somewhat important. S/he has some value, but also some problems/limitations as a parent
 - Not important. S/he has little to offer. There are problems or deficits as a parent
 - Very unimportant. S/he has nothing to offer as a parent.
8. How are your overall levels of communication and cooperation?
- We communicate and consider the other person's opinions and options
 - We have minimal communication and we don't work at cooperating
 - Our communication tends to have a lot of conflict and is very positional
 - We do not communicate at all
9. How would you describe your level of trust in your partner?
- I trust my partner in all matters of importance
 - I trust my partner sometimes, but not always
 - I do not trust my partner at all. I need supporting evidence to trust anything my partner says/does
10. How would your partner describe his/her level of trust in you?
- Trusts me in all matters of importance
 - Trusts me sometimes, but not always
 - Little or no trust in me
11. Are there matters that may be relevant to your dispute that you do not wish to share with your partner?
- No, I am willing to share anything relevant
 - I am concerned about the reaction if some information is shared, but am willing to work on a process for sharing information
 - I see withholding vital information as an important strategy in negotiation and would be reluctant to disclose everything right away
12. During your relationship, how would you describe the level of trust between you and your spouse?
- Trust was an important part of our relationship
 - We were sometimes challenged with trusting each other
 - Inability to trust was consistently an issue in our relationship
13. Have you ever read private emails, journals or letters of your parent's, listened into or taped phone conversation or taped settlement discussions, without your partner's knowledge? Has your partner ever done this to you?
- Never
 - Seldom, and more than a year ago
 - Frequently or recently

14. How important do you consider it to be that you and your partner be able to have relationship with trust in the future?
- Important. Our continuing relationship is important to me
 - Not very important, as long as we have a business-like relationship
 - Don't care at all about a future relationship with my partner
15. Are any of the following items of specific concern in your situation?
- Alcohol or drugs
 - Depression or other mental health issues
 - Threats or thoughts of suicide
 - Violence – physical, verbal, emotional
 - Money

At the Initial Meeting, please bring the following, if you are able:

- Your last three years Income Tax Returns (full)
- Your last three years Notices of Assessment and Re-Assessment from Canada Revenue Agency
- Your spouse's last three years Income Tax Returns (full)
- Your spouse's last three years Notices of Assessment and Re-Assessment from Canada Revenue Agency
- If married, your marriage certificate (original)
- Your last three months paystubs from your employer(s)
- Your spouse's last three months paystubs from his/her employer
- Statements of all investments you, you spouse, and you and your spouse jointly have
- The most recent pension statement from your pension(s)
- The most recent pension statements from your spouse's pension(s)
- Print out of your most recent bank statement from all your bank accounts
- Printout of your spouse's most recent bank statements from all your spouse's bank accounts
- Receipts for your children's sporting or recreational activities