

CONFIDENTIAL CLIENT QUESTIONNAIRE

Please complete this form as best as you can. The more information you can give me the better; the more time we will have to answer your questions and advise you on the law and the procedure, instead of asking you for information. On the other hand, if you do not know the precise information, give approximations and say it is approximate, or just leave parts blank if you do not know it now.

Please return the form to me before our meeting if possible. You can either save the file to your hard disk, complete it on screen and then save it and email it to me; or you can print it out and fill it in by hand and fax or post it to me. I am sorry the form is so long; the more information you can let me have on this form, the less time we will spend on this during our meeting.

Thank you.

You

Title Full name

Surname at birth

Date of birth

Age

Nationality/ies

If you are not a British Citizen, can you stay even if you split up/divorce? Yes No I don't know

Have you always lived in England or Wales? Yes No

If not please state where you have lived and when

Home address (incl. Postcode)

Correspondence address (if different)

Email address

How often do you check your email?

Do you want me to communicate with you by email at this address? Yes – the account is confidential
 No

Telephone

Home

Work

Mobile

Do not call me at home

Fax

Do you want me to send you faxes to this number? Yes
 Yes but only if you ring before
 No

Occupation

Name of employers

Address

Your New Partner (if you have one)

Title Full name

Date of birth

Age

Nationality/ies

If they are not a British Citizen do they have the right to stay here? Yes No I don't know

Are you living together

Yes No No, but we plan to live together

Do they have children?

Yes No

If so please list them with name, age, sex, and state whether they are living with your new partner

Occupation

Your Spouse/Civil Partner/Former Partner (the person you are separating from)

Title Full name

Surname at birth

Date of birth

Age

Nationality/ies

If they are not a British Citizen, can they stay even if you split up/divorce? Yes No I don't know

Have they always lived in England or Wales? Yes No

If not please state where they have lived and when

Home address (incl. Postcode)

Solicitor's details (if they have one)

Email address

How often do they check their email?

Telephone

Home

Work

Mobile

Fax

Occupation

Name of employers

Address

Their New Partner (if they have one)

Title

Full name

Date of birth

Age

Nationality/ies

If they are not a British Citizen do they have the right to stay here? Yes No I don't know

Are they living together with your former partner? Yes No No, but they plan to live together

Do they have children? Yes No

If so, as far as you know, please list them with name, age, sex, and state whether they are living with the new partner

Occupation

Your Marriage/Civil Partnership/ Relationship Details

When did you meet?

When did your relationship begin?

When did you start living together?

If you are separated, when did you separate?

Are you married or civil partners? Yes No – Go to the next section: Children

Date of the wedding/civil partnership registration

Place of the wedding/registration (please be precise)

Where is your marriage/civil partnership certificate?

If you have it, please bring it with you.

At what address did you last live together?

Children (including adopted and step children) or yourself/your (former) partner

First name and surname	Date of birth	Age	Sex	School or nursery	Joint	Step
			<input type="checkbox"/> Boy		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> Girl	<input type="checkbox"/> Fees		
			<input type="checkbox"/> Boy		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> Girl	<input type="checkbox"/> Fees		
			<input type="checkbox"/> Boy		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> Girl	<input type="checkbox"/> Fees		
			<input type="checkbox"/> Boy		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> Girl	<input type="checkbox"/> Fees		
			<input type="checkbox"/> Boy		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> Girl	<input type="checkbox"/> Fees		
			<input type="checkbox"/> Boy		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> Girl	<input type="checkbox"/> Fees		

Has any child ever been involved with social services? If so please provide details Yes: No

Residence and Contact

If you are living separate

- who do the children live with?
- how much time do the children spend with each of you?

Maintenance

Is maintenance being paid? Yes I pay £ per Yes my former partner pays £ per No

If so, why?

- We have agreed this level
- The Child Support Agency has made an assessment
- There is a court order (please bring a copy)

Do you pay maintenance for any other child? If so provide full details

Disabilities

Do you, your (former) partner or children have any disabilities or special needs? If so please provide details

The Family Home

Address

In whose name is the property registered?

You Your (former) partner Joint

Local Authority (London Borough)

Type

flat terraced semi-detached detached

Number of bedrooms

Number of reception rooms

Is your home owned or rented

Rented Owned – Please continue below

Rented Home

Landlord

Date of tenancy

Type of tenancy

Assured shorthold Assured Secure

Other:

Do you have a right to buy?

Yes No

Rent

£ per

Who pays the rent at the moment?

You Your (former) partner Joint

Owned Home

Date of purchase

Original: purchase price

£

mortgage

£

mortgage lender

Contributions to purchase price/deposit

You

£

Your (former) partner

£

Have you carried out major improvements (new kitchen or bathroom, extensions, loft conversions)? Who paid for it?

Who paid the mortgage?

You Your (former) partner Joint

Who is paying it now?

You Your (former) partner Joint

Monthly mortgage payments

£

Current: value

£

mortgage balance

£

mortgage lender

Any other loans secured on your home

Type of mortgage

Repayment Interest only (Endowment)

If interest only: details of investments, such as endowment policies, ISAs, etc used as collateral for the mortgage

Provider & No.	Present value	Monthly	In whose name?
	£	£	
	£	£	
	£	£	

Other Properties either of you owns

Address

In whose name is the property registered?

You Your (former) partner Joint

Local Authority (London Borough)

Type

flat terraced semi-detached detached

Number of bedrooms

Number of reception rooms

Date of purchase

Original: purchase price

£

mortgage

£

mortgage lender

Contributions to purchase price/deposit

You

£

Your (former) partner

£

Have you carried out major improvements (new kitchen or bathroom, extensions, loft conversions)? Who paid for it?

Who paid the mortgage?

You Your (former) partner Joint

Who is paying it now?

You Your (former) partner Joint

Monthly mortgage payments

£

Current: value

£

mortgage balance

£

mortgage lender

Any other loans secured on your home

Type of mortgage

Repayment Interest only (Endowment)

If interest only: details of investments, such as endowment policies, ISAs, etc used as collateral for the mortgage

Provider & No.	Present value	Monthly	In whose name?
	£	£	
	£	£	
	£	£	

If you have further properties, please provide the information for each property on a separate page. You can download further client questionnaire property pages from www.alternativefamilylaw.co.uk/en/about/instructions.htm.

Income and Assets

You

Annual gross income £

Monthly net income £

Assets (incl bank accounts, policies, properties etc.) together with current values

Debts including loans and credit cards (but not your mortgage set out above)

Occupational and Private Pensions
(if you have a valuation or policy document you can find, please bring it with you)

Your (former) spouse or (civil) partner

Annual gross income £

Monthly net income £

Assets (incl bank accounts, policies, properties etc.) together with current values

Debts including loans and credit cards (but not your mortgage set out above)

Occupational and Private Pensions

Joint

Assets (incl bank accounts, policies, properties etc.) together with current values

Debts including loans and credit cards (but not your mortgage set out above)

Your new partner

Income £

Assets and debts

Their new partner

Income £

Assets and debts

Further details

Give very brief details of why your relationship has come/may come to an end?
Have there been previous court proceedings relating to your marriage/civil partnership, relationship or children? If so please give details and bring any court papers you have
Has either of you ever been violent to the other or has one made allegation of violence? If so when and what happened?
Are you or is your former partner religious? If so what religion or denomination?

Advice

What do you specifically want advice on?

- Divorce/Dissolution of civil partnership
- Judicial Separation
- Separation Agreement
- Finances on breakdown of marriage/relationship
- Contact with children
- Where the children ought to live
- Stopping violence
- Getting your former partner to move out
- Other, please specify:

How did you hear of me?

Please email, post or fax the form back to:

Alternative Family Law

3 Southwark Street
London SE1 1RQ

T: +44 20 7407 4007

F: +44 207407 4008

E: andrea@alternativefamilylaw.co.uk

W: www.alternativefamilylaw.co.uk

Thank you!