

LAW OFFICE OF KATHY A. HIGBY

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**Confidential Client Intake Sheet**

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

Full name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

(City) (Zip) (County)

Employer name: \_\_\_\_\_ Work #: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

How did you hear about this office? \_\_\_\_\_ Yellow pages (community directory or Denver) \_\_\_\_\_ personal referral by \_\_\_\_\_ (Please check one)

What is your primary objective/activity? \_\_\_\_\_

**Your Personal Data:**

Date of Birth: _____	Gross Monthly Income: _____
In military: _____	Social Security Number: _____
Colorado resident since: _____	Driver's License Number: _____

**Opposing Party Data (spouse, former spouse, or co-parent):**

Full name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Date of Birth: _____	Gross Monthly Income: _____
In military: _____	Social Security Number: _____
Colorado resident since: _____	Driver's License Number: _____

Employer name and Address: \_\_\_\_\_ Work #: \_\_\_\_\_

Name of Attorney If Represented: \_\_\_\_\_ Phone: \_\_\_\_\_

If Requesting Name Change List Name to be restored: \_\_\_\_\_

**Marriage Facts:**

Date of Marriage: \_\_\_\_\_ Place of Marriage: \_\_\_\_\_

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

Date of Decree: \_\_\_\_\_ County/state where *Decree* was entered: \_\_\_\_\_

**Children at Issue:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

Child(ren) residing with \_\_\_\_\_ you \_\_\_\_\_ spouse \_\_\_\_\_ other: \_\_\_\_\_

Are you or your spouse pregnant? \_\_\_\_\_ yes \_\_\_\_\_ no

Address of Children (past 5 years): \_\_\_\_\_  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

**Major Assets:**

Material address and other real estate address(es) including how property is titled (i.e. joint): \_\_\_\_\_

**Financial Investments:**

\$ \_\_\_\_\_ CD's, IRA's, 401(K), etc.  
\$ \_\_\_\_\_ Pension Funds  
\$ \_\_\_\_\_ Profit Sharing Funds  
\$ \_\_\_\_\_ Stocks, bonds, mutual funds  
\$ \_\_\_\_\_ Life insurance (cash value)

**Financial Accounts:**

\$ \_\_\_\_\_ Checking account(s)  
\$ \_\_\_\_\_ Saving accounts  
\$ \_\_\_\_\_ Money Marketing Account(s)  
\$ \_\_\_\_\_ Other

**Other Property:**

\_\_\_\_\_ Automobiles: total number: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ Other motorized vehicles \$ \_\_\_\_\_  
\_\_\_\_\_ Furniture and household goods \$ \_\_\_\_\_  
\_\_\_\_\_ Art \$ \_\_\_\_\_  
\_\_\_\_\_ Antiques or collections \$ \_\_\_\_\_  
\_\_\_\_\_ Jewelry and furs \$ \_\_\_\_\_

**Major Debts:**

\$ \_\_\_\_\_ Mortgage(s) on real estate  
\$ \_\_\_\_\_ Credit Cards  
\$ \_\_\_\_\_ Other