

Welcome to Brown Henderson Melbye

In order for you to make the most of your time with the lawyer and to go away feeling fully informed, we suggest that you take a few minutes to put the following information together. If you need more space, feel free to use additional paper. You may skip any questions that are not relevant to your situation.

It is important that you bring any court documents or agreements related to your family law matter. This includes any documents you have filed with the court and documents the other party has served on you.

ABOUT YOU

Full name, include aliases and all previous names	
How did you hear about us?	
Address (Home)	
Address (Work)	
Phone number (Home) OK to leave messages? Y <input type="checkbox"/> N <input type="checkbox"/>	
Phone number (Work) OK to leave messages? Y <input type="checkbox"/> N <input type="checkbox"/>	
Phone number (Cell) OK to leave messages? Y <input type="checkbox"/> N <input type="checkbox"/>	
Email address (Home) OK to leave messages? Y <input type="checkbox"/> N <input type="checkbox"/>	
Email address (Work) OK to leave messages? Y <input type="checkbox"/> N <input type="checkbox"/>	
Date of birth	
Place of birth	
Date you started living in BC	

ABOUT YOU	
Date you started living together	
Date of marriage, if applicable	
Place of marriage, if applicable	
Do you have original government issued certificate of marriage?	
Marital status before marriage?	<input type="checkbox"/> Never Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Date of separation	
Name of employer	
Occupation	
Annual income from all sources	
Do you have a disability or a medical condition? If yes, provide details	
Any written agreement or court order between you and your spouse?	
Any written agreement or court order between you and any previous spouses or concerning any other children you have?	

ABOUT YOUR SPOUSE	
Full name, include aliases and all previous names	
Address (Home)	
Address (Work)	
Phone number (Home)	
Phone number (Work)	
Phone number (Cell)	

ABOUT YOUR SPOUSE	
Email address (Home)	
Email address (Work)	
Date of birth	
Place of birth	
Date spouse started living in BC	
Marital status of spouse before marriage?	<input type="checkbox"/> Never Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Name of employer	
Occupation of spouse	
Annual income from all sources	
Does spouse have a disability or a medical condition? If yes, provide details	

ABOUT THE CHILDREN / STEP CHILDREN SEE LAST PAGE FOR ADDITIONAL CHILDREN	
Full name	
Address (if different from parent)	
Date and place of birth	
Date child started living in BC	
Does child have any disability or medical condition? If yes, provide details	
Is child financially independent?	
Is child the beneficiary of a Trust? If yes, provide details	
For additional children see last page	

CURRENT ASSETS AND DEBTS	
ABOUT YOUR ASSETS AND DEBTS	
LIST ALL AND NOTE IN WHOSE NAME THE ASSET OR DEBT IS HELD	
Land (civic addresses and estimated values)	
Bank accounts (Include name of financial institution, nature of account, approximate balance)	
Investments (include estimated values and institution in which investments are held)	
Pensions, RRSPs and RESPs, TFSAs (include estimated values and institution)	

CURRENT ASSETS AND DEBTS	
ABOUT YOUR ASSETS AND DEBTS	
LIST ALL AND NOTE IN WHOSE NAME THE ASSET OR DEBT IS HELD	
<p>Other assets (include full details and estimated values)</p>	<p>Vehicles:</p> <p>Frequent Flyer Points Plan (Air Miles, etc...):</p> <p>Other:</p>
<p>Debts (include creditor, amount and name of debtors)</p>	
<p>Mortgages (include current balances and institution; identify which property mortgages are associated with)</p>	
<p>Any assets disposed of in the last 2 years (include estimated values)</p>	
<p>Any insurance coverage in place (include company, beneficiary, death benefits and cash surrender value)</p>	

CURRENT ASSETS AND DEBTS	
ABOUT YOUR ASSETS AND DEBTS LIST ALL AND NOTE IN WHOSE NAME THE ASSET OR DEBT IS HELD	
<p>Do you control a company? If yes, provide names and locations</p>	
<p>Are you the beneficiary of a Trust? If yes, provide details</p>	
<p>Do you have an employment pension? If so, provide particulars</p>	
<p>Have you co-signed or guaranteed a loan for someone else (including a business)? If yes, provide details (e.g. name of lender, who loan is for, amount and any loan terms you are aware of)</p>	

LIST ALL ASSETS AND DEBTS AT START OF COHABITATION, AND INDICATE IN WHOSE NAME THE ASSET OR DEBT WAS HELD

<p>List any property/debts you had when you started cohabiting</p>	
<p>List any property/debts your spouse had when you started cohabiting</p>	

HAVE YOU OR YOUR SPOUSE RECEIVED ANY OF THE FOLLOWING DURING YOUR RELATIONSHIP?

	Yes (if yes provide details including date received)	No	Do not know
<p>Inheritance or gift</p>			
<p>Settlement Awards for injury or loss</p>			
<p>Money paid under an insurance policy for lost income or loss to both spouses</p>			

HAVE YOU OR YOUR SPOUSE RECEIVED ANY OF THE FOLLOWING DURING YOUR RELATIONSHIP?			
	Yes (if yes provide details including date received)	No	Do not know
Trust Property			

DOCUMENTS

The following is a general list of documents that you may wish to start to gather together for your first meeting with a lawyer. The lawyer will help to determine which documents are relevant and may request you provide additional documents.

It is helpful if you bring the original and one photocopy of the documents. It is more cost-effective and efficient for you to do the photocopying on your own. All documents produced to this office will be returned to you at the end of your case.

In addition to the documents listed below, it is important that you bring copies of any court documents or agreements related to your family law matter with you to your first meeting with a lawyer.

- Last three years' income tax returns
- Last three years' corporate tax returns (if applicable)
- Last three years' Financial Statements (corporate or proprietor if applicable)
- Last three years' property tax assessments for any real property
- Any valuations done on businesses
- Current pay stubs or proof of income
- Bank account statements, bonds, GICs
- RRSP, RESP and investment portfolios, etc.
- Pension plan statements, superannuation, Canada Pension Plan benefits, disability pension income
- List of large household items and furnishings
- Appraisals done by a licensed appraiser or realtor assessment on real property
- Conveyance documents for any real property (land) recently acquired or sold
- List of any automobiles, recreational vehicles, boats, trailers, etc. together with any valuations for same
- Copy (face page only) of life insurance policies
- Copy of any mortgages, lines of credit, charge cards, Promissory Notes
- Certificate of Marriage as issued by Vital Statistics or other government agency (this is not the church certificate). Required if proceeding into court for a final Divorce.
- Photograph of your spouse for service purposes (please note this picture will not be returned to you)

Please provide the following information, if relevant:

CONFIDENTIAL CONCERNS

List any concerns that you wish the lawyer to know about but that will not necessarily be disclosed, for example: alcohol abuse of either party, psychological problems of either party, etc.

RECONCILIATION AND COUNSELLING ATTEMPTS

MOST URGENT CONCERNS

My most pressing concerns are (list questions or topics for discussion)

FAMILY VIOLENCE CONCERNS

1. Are you comfortable meeting with the other party in the same room? **Y** **N**

If no, what is your concern: _____

2. Have the police ever been involved with your family? **Y** **N**

If yes, please specify: _____

3. Do you have a safety plan? **Y** **N**

If yes, please specify: _____

ADDITIONAL CHILDREN			
	Child 2	Child 3	Child 4
Full name			
Address (if different from parent)			
Date and place of birth			
Date child started living in BC			
Does child have any disability or medical condition? If yes, provide details			
Is child financially independent?			
Is child the beneficiary of a Trust? If yes, provide details			