



Client Intake Form

Information about Client

Name: _____
First Middle Last

Former/Maiden Name (if applicable): _____

Address: _____
Street
City State Zip

Email Address: _____

County: _____ Social Security No. _____

Date of Birth: _____ State of Birth: _____

Home Telephone: _____ Other Telephone: _____

Monthly Income: _____ Employer: _____
(Gross amount - before taxes)

Employer Address: _____

What number is this marriage? _____ Highest Level of Education: _____
(Ex: First, Second, Third, etc.)

How did your previous marriage end? _____
(Ex: Death, Divorce, Annulment, etc.)

Information about your Partner/Spouse

Name: _____
First Middle Last

Former/Maiden Name (if applicable): _____

Address: _____
Street
City State Zip

Email Address: _____

County: _____ Social Security No. _____

Date of Birth: _____ State of Birth: _____

Home Telephone: _____ Other Telephone: _____

Monthly Income: _____ Employer: _____
(Gross amount - before taxes)

Employer Address: _____

What number is this marriage? _____ Highest Level of Education: _____
(Ex: First, Second, Third, etc.)

How did previous marriage end? _____
(Ex: Death, Divorce, Annulment, etc.)

Marriage Information

Date of Marriage: _____

Date of Separation: _____

Location of Marriage: _____
City and State

County: _____

Have you seen a marriage counselor, either alone or with your spouse? YES NO

Have you or your spouse consulted with another attorney about your divorce? YES NO

If yes, please explain: _____

To the best of your knowledge, has your spouse ever spoken to our office about this divorce or any other legal matter? YES NO

Have you been a resident of the county in which you now live for at least three months? YES NO

Utah is considered a "no fault" state for divorce. This means you can divorce your spouse without having to prove any fault or wrong-doing. As such, the grounds usually stated for a divorce are "irreconcilable differences."

Should the grounds for your divorce be irreconcilable differences? YES NO

If NO, please state the reason: _____

Real Property

Do you or your spouse own any real property (home or land)? YES NO

If YES, provide the following information:

Home Address _____			
	<input type="checkbox"/> You	<input type="checkbox"/> Your Spouse	
	<input type="checkbox"/> Other:		
Date Acquired _____	In Whose Name? _____	\$ _____	\$ _____
		Original Cost	Current Value
First Mortgage or Lien Holder (Name & Address) _____		\$ _____	\$ _____
		Amount Owed	Monthly Payments
Second Mortgage or Lien Holder (Name & Address) (if applicable) _____		\$ _____	\$ _____
		Amount Owed	Monthly Payments

How will this property will be divided: _____

Does the wife want a previous/maiden name restored to her? YES NO UNKNOWN
Even if not mentioned formally in the divorce, a party can resume use of a prior name.

If yes, what name? _____

Debts

Please list ALL debts incurred during the marriage that are currently outstanding, even if you already have an agreement as to who will assume responsibility for the debt. Include debts that are in individual names, as well as debts held jointly. Remember to include mortgage debts, automobile loans, student loans, etc.

If you are unaware or unsure of all the debt for you and/or your spouse, you may obtain a free copy of your annual credit report from each credit bureau once per year. You can obtain your free credit report at: www.annualcreditreport.com.

CREDITOR <i>(Who is the debt owed to?)</i>	PURPOSE OF DEBT <i>(Mortgage, loan, credit card, etc.)</i>	AMOUNT OWED	WHOSE DEBT?		PAID BY WHOM?	
			You	Your Spouse	You	Your Spouse
_____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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_____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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_____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(If you need more space, CHECK HERE and use Additional Space on page 8.)

Financial Account(s)

Do you have any joint bank accounts with your spouse that need to be divided? YES NO

If YES, please indicate each bank account to be divided and how you would like it divided:

BANK ACCOUNT	APPROX. BALANCE	PROPOSED DIVISION		
		You	Spouse	N/A
_____		<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/>
_____		<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/>
_____		<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/>
_____		<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/>
_____		<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/>
_____		<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/>
_____		<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/>
_____		<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/>

(If you need more space, CHECK HERE and use Additional Space on page 8.)

Retirement Account(s)

Do either you or your spouse have a retirement, 401(k), I.R.A., or pension plan? YES NO

If YES, please provide information regarding *each* account (even if it is not being divided).

ACCOUNT NAME/TYPE	PROPOSED DIVISION		
	You (% or \$)	Spouse (% or \$)	N/A
_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/>
_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/>
_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/>
_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/>
_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/>
_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/>
_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/>

Personal / Marital Property

Do you and our spouse have an agreement as to the division of personal property (furniture, vehicles, appliances, etc.) owned by you and/or your spouse? YES NO

Do you need your property division detailed in your divorce paperwork? YES NO

If YES, please provide the property to be listed below.

PROPERTY <i>List Separately</i>	IN WHOSE POSSESSION		TO BE AWARDED TO	
	YOU	YOUR SPOUSE	YOU	YOUR SPOUSE
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(If you need more space, CHECK HERE and use Additional Space on page 8.)

Alimony

Should alimony be awarded to either spouse? YES NO

If alimony is awarded, specify the amount per month: _____

To whom should alimony be awarded: _____

Waiting Period

Are you interested in asking the Court to waive the required 30-day waiting period?

Yes No Maybe

Children

Are there any minor children involved in your action?

YES *If YES, continue below.*

NO *If NO, do not continue.*

FULL NAME OF CHILD

DATE OF BIRTH

AGE

FULL NAME OF CHILD	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Custody

Legal Custody refers to the rights, privileges, duties and powers of a parent and often includes decision-making authority. It does not affect the physical custody of the child, nor prohibit one party from being designated as the primary custodial or parent.

Who should be given permanent LEGAL CUSTODY of the children?

YOU YOUR SPOUSE JOINT

Physical Custody refers to physical custody of the child(ren). You can have sole physical custody (in which one parent has the child for more than 70% of the year), joint physical custody (in which the child stays with each parent overnight for more than 30% of the year and both parties contribute to the expenses of the child in addition to child support) or split custody (this is less common).

Who should be given permanent PHYSICAL CUSTODY of the children?

YOU YOUR SPOUSE JOINT OTHER: _____

For **SOLE** custody, please review the standard parent-time provisions of Utah Code §30-3-35. You may elect standard parent-time pursuant to Utah Code §30-3-35, or propose your own schedule.

Standard parent-time pursuant to Utah Code §30-3-35

Other: _____

For **JOINT** custody, you will need to specify the percentage of overnights each parent will have the children and propose a schedule for the children. There is an alternative parent-time schedule for JOINT CUSTODY located in the statute at Utah Code §30-3-35.1. Please indicate your joint physical custody preference:

Pursuant to Utah Code §30-3-35.1

I will be the custodial parent exercising 60% overnights (220 overnights).

My spouse will be the custodial parent exercising 60% overnights (220 overnights).

Other Joint Custody Arrangement

_____ % YOU

_____ % YOUR SPOUSE

Proposed schedule: _____

Financial Assistance

Do you or your spouse currently receiving any financial assistance from the State of Utah?

YES NO If yes, please explain: _____

Have you or your spouse received any financial assistance from the State of Utah in the past one (1) year?

YES NO If yes, please explain: _____

Child Care Expenses

Child care expenses are not included in child support. According to Utah Statute, each parent should pay one-half (½) of all child care expenses incurred for the minor children so that the parties can work or attend school on a full-time (up to 40 hours per week) basis.

Do you currently incur child care expenses?

YES NO If yes, what is the cost: _____

Health Insurance

Health insurance premiums and health care expenses are not included in child support. According to Utah Statute, each parent should pay one-half (½) of all healthcare insurance premiums and out-of-pocket expenses incurred for the minor children.

Are the children currently covered under a health insurance plan?

YES NO If yes, what is the cost:

After the divorce, who will maintain health insurance for the minor children?

YOU Number of People currently covered by that policy: _____ Cost: \$ _____

SPOUSE Number of People currently covered by that policy: _____ Cost: \$ _____

BOTH Complete information for each plan above.

Child Support & Universal Withholding

In Utah, Child Support is calculated using a formula established by Utah Code §78B-12-201. The calculation is based on the custody arrangement (number of overnights) and the income of both parents. Generally, the amount ordered for child support will be consistent with the guidelines, unless you and your spouse can show good cause why the court should deviate from the guidelines. You can determine the child support amount due by visiting the online child support calculator on our website at: <https://www.utahfamilylegal.com/resources>.

- I have calculated child support using the online Child Support calculator. The amount of child support determined using the calculator is: \$ _____.
- This amount is sufficient.
- This amount is not sufficient. Explain: _____
- I have not yet calculated child support using the online Child Support calculator.

Utah Law provides for child support collection through Universal Withholding through the Office of Recovery Services (ORS). An ORS case can be opened by either party. Universal Withholding allows child support to be paid directly from the paying parent's paycheck (from their employer) and sent to the receiving parent automatically. You may elect to pay/receive child support directly, without Universal Withholding, if both parties agree.

- I would like to collect/pay child support using Universal Withholding requirement?
- I would like to collect/pay child support directly between us – WITHOUT Universal Withholding.

Do you or your spouse have any court-ordered child support or alimony obligations from any previous marriage(s) or relationship(s)?

- YES If yes, please explain: _____
- NO.

Life Insurance

The obligation to maintain life insurance on a parent's life is not required by law, but is a good idea for divorcing parents. An obligation to carry life insurance can provide peace of mind for payment of future child support or expenses if something were to happen to you or your spouse. Usually, the parent paying child support would be the parent ordered to pay for and maintain life insurance on his/her own life. The children should be named as the beneficiaries of the policy for as long as support is owed.

- I would like the court to order that life insurance.
- What amount of life insurance should be ordered?
- \$50,000 \$100,000 \$200,000 \$500,000 \$1,000,000 Other: \$ _____
- No, thank you.

Taxes

Who should be allowed to claim the children as dependents/exemptions for tax purposes:

- YOU Odd Years Even Years Every Year
- SPOUSE Odd Years Even Years Every Year
- OTHER (Please Explain): _____

ADDITIONAL SPACE

Debts (continued from Page 2)

CREDITOR <i>(Who is the debt owed to?)</i>	PURPOSE OF DEBT <i>(Mortgage, loan, credit card, etc.)</i>	AMOUNT OWED	WHOSE DEBT?		PAID BY WHOM?	
			You	Your Spouse	You	Your Spouse
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Financial Accounts (continued from Page 3)

BANK ACCOUNT	APPROX. BALANCE	PROPOSED DIVISION		
		You	Your Spouse	N/A
_____	_____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/>

Personal / Marital Property (continued from Page 3)

PROPERTY <i>List Separately</i>	IN WHOSE POSSESSION		TO BE AWARDED TO	
	YOU	YOUR SPOUSE	YOU	YOUR SPOUSE
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER NOTES:
