

(DOMESTIC)

PROFILE AND CASE INFORMATION SHEET

CLIENT
NAME:

LAST

FIRST

MIDDLE

ADVERSE
PARTY:

LAST

FIRST

MIDDLE

DATE OF FIRST CONTACT: _____
OPENED: _____

DATE

CASE TYPE: (Circle All That Apply) **DIV** (Divorce); **SEP** (Separation); **DVI** (Dom. Violence); **ADO** (Adoption);
CUS (Custody); **CS** (Child Support); **VIS** (Visitation); **CON** (Consult)

CLASS TYPE: **CNT** (Contested); **UNC** (Uncontested); **PST** (Post Judgment); **RJT** (Rejected)

CLIENT FILE NO. : _____

REFERRED BY: _____

SYNOPSIS

ASSIGNED TO: (1) _____ (2) _____ (3) _____ (4) _____
(PROCESSING (CASE MANAGER) (SECRETARY) (PARALEGAL)
ATTORNEY)

DATES: HEARING DATE (PRETRIAL CONFERENCE) _____ TRIAL DATE _____

FEE:

HOURLY RATE: _____

RETAINER AMOUNT: _____

FEE AGREEMENT SIGNED: _____

COUNSEL INFORMATION:

1) _____
(ATTY)

2) _____ / _____
(OPPOSING COUNSEL) (ADDRESS) (TELEPHONE NO.)(FAX NO.)

3) _____ / _____
(OTHER COUNSEL) (ADDRESS) (TELEPHONE NO.)(FAX NO.)

4) _____ / _____
(OTHER COUNSEL) (ADDRESS) (TELEPHONE NO.)(FAX NO.)

FAMILY INFORMATION WORKSHEET

A. Client

Type of Case _____ Date of first meeting _____

Full name _____ Maiden name (if applicable) _____

Address _____ (OK?) _____

County _____

Mailing Address (if different from above) _____

Telephone No. (Home) _____ (OK?) _____ (Work) _____ (OK?) _____

(Fax) _____ (Pager/Beeper) _____

(Cell) _____ (E-mail) _____

Social Security No. _____ Date of Birth _____

Prior Residence _____ Length of Continuous Residence in Maryland _____

Place of Birth _____ Length of residence (Current) _____

Nationality: _____ Hispanic/Latino _____

Educational Background - HS _____ College _____ Graduate Degree _____

Military Service _____

Criminal Record _____

Name of Employer _____

Address of Employer _____

Job Title _____

Length of Employment (when start) _____

Pay Period (weekly, every two weeks, etc.) _____

Description of Employment Duties _____

Work Days and Hours: _____

Number of Exemptions Claimed _____ Number of Exemptions Entitled To _____

Gross Pay _____ Net Pay _____ Bonuses _____

Deductions:

Federal _____ FICA _____ State _____

Retirement _____ Other _____

Other sources of income, whether taxable or non-taxable:

Source _____ Period _____ Gross _____ Net _____

Source _____ Period _____ Gross _____ Net _____

Source _____ Period _____ Gross _____ Net _____

Personal Gross Income for 2011 _____

Personal Gross Income for 2010 _____

Personal Gross Income for 2009 _____

Personal Gross Income for 2008 _____

Personal Gross Income for 2007 _____

Present Marriage:

Date _____ Place (Town, County, State) _____ Type (Religious/Civil) _____

Previous Marriage:

Name _____ Date Ended _____ How _____

Name _____ Date Ended _____ How _____

Other Support Responsibilities (Other children - not of this marriage/relationship)

Name _____ Relationship _____ Birth _____ Nature _____

Name _____ Relationship _____ Birth _____ Nature _____

B. Spouse/Former Spouse (Adverse Party)

Full name _____ Maiden name (if applicable) _____

Address _____

County _____ Length of Residence _____

Telephone No. (Home) _____ (Work) _____

(Fax) _____ (Pager/Beeper) _____

Social Security No. _____ Date of Birth _____

Prior Residence _____ Length of Continuous Residence in Maryland _____

Place of Birth _____

Nationality: _____ Hispanic/Latino _____

Educational Background - HS _____ College _____ Graduate Degree _____

Military Service _____

Criminal Record _____

Name of Employer _____

Address of Employer _____

Job Title _____

Length of Employment (when start) _____

Pay Period (weekly, every two weeks, etc.) _____

Description of Employment Duties _____

Work days and hours: _____

Number of Exemptions Claimed _____ Number of Exemptions Entitled To _____

Gross Pay _____ Net Pay _____ Bonuses _____

Deductions:

Federal _____ FICA _____ State _____

Retirement _____ Other _____

Other sources of income, whether taxable or non-taxable:

Source _____ Period _____ Gross _____ Net _____

Source _____ Period _____ Gross _____ Net _____

Source _____ Period _____ Gross _____ Net _____

Personal Gross Income for 2011 _____

Personal Gross Income for 2010 _____

Personal Gross Income for 2009 _____

Personal Gross Income for 2008 _____

Personal Gross Income for 2007 _____

Present Marriage:

Date _____ Place (Town, County, State) _____ Type (Religious/Civil) _____

Previous Marriage:

Name _____ Date Ended _____ How _____

Name _____ Date Ended _____ How _____

Other Support Responsibilities (Other children - not of this marriage/relationship)

Name _____ Relationship _____ Birth _____ Nature _____

Name _____ Relationship _____ Birth _____ Nature _____

C. Children

Children of the Marriage/Relationship:

Name _____
Birth _____ Health _____ Education _____
Current School _____ Grade _____
Day Care Location: _____ Cost _____

Name _____
Birth _____ Health _____ Education _____
Current School _____ Grade _____
Day Care Location: _____ Cost _____

Name _____
Birth _____ Health _____ Education _____
Current School _____ Grade _____
Day Care Location: _____ Cost _____

Name _____
Birth _____ Health _____ Education _____
Current School _____ Grade _____
Day Care Location: _____ Cost _____

Current Pregnancy _____ Expected Date of Birth _____

Children's Residence (Current Custody/Visitation – attach schedule if needed) _____

Prior Schools Attended _____

Notes (prior custody schedule, parenting schedule, etc) _____

Grounds and alternatives _____

Date of last sexual intercourse with spouse _____

Date of Separation – last date last spent with spouse under same roof, had sexual relations, etc. _____

Explain: _____

Miscellaneous
comments _____

Jurisdiction _____

Venue _____