

(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 2013 \_\_\_\_\_

Personal Gross Income for 2012 \_\_\_\_\_

Personal Gross Income for 2011 \_\_\_\_\_

Personal Gross Income for 2010 \_\_\_\_\_

Personal Gross Income for 2009 \_\_\_\_\_

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 2013 \_\_\_\_\_

Personal Gross Income for 2012 \_\_\_\_\_

Personal Gross Income for 2011 \_\_\_\_\_

Personal Gross Income for 2010 \_\_\_\_\_

Personal Gross Income for 2009 \_\_\_\_\_

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 \_\_\_\_\_