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**For Office Use Only**

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Date Opened \_\_\_\_\_  
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Date Closed \_\_\_\_\_

**FAMILY LAW QUESTIONNAIRE**

**PLEASE WRITE LEGIBLY**

Your Name: \_\_\_\_\_

Full Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Can we mail to this address? ( ) yes ( ) no

Mailing address if different from above: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Gross Monthly Income (prior to taxes): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Home Phone: \_\_\_\_\_

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

Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Level of education completed: \_\_\_\_\_

Number of this marriage: ( ) 1<sup>st</sup> ( ) 2<sup>nd</sup> ( ) 3<sup>rd</sup> ( ) 4<sup>th</sup> or higher

**SPOUSE:**

Spouse's Name: \_\_\_\_\_

Full physical address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Gross Monthly Income (prior to taxes): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Home Phone: \_\_\_\_\_

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

Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Level of education completed: \_\_\_\_\_

Number of this marriage: ( ) 1<sup>st</sup> ( ) 2<sup>nd</sup> ( ) 3<sup>rd</sup> ( ) 4<sup>th</sup> or higher

**MARRIAGE:**

Place Married (City and State): \_\_\_\_\_

Marriage date: \_\_\_\_\_ Separation date: \_\_\_\_\_

Are you currently separated: ( ) Yes ( ) No ( ) Yes, living in same house

Wife's full maiden name: \_\_\_\_\_

Does Wife want her maiden name restored after the divorce? ( ) Yes ( ) No

**SPOUSAL SUPPORT:**

Will one spouse pay the other spouse monthly payments of spousal support?

( ) Yes, the Husband / Wife will pay \$\_\_\_\_\_ per month to the Husband /  
Wife for \_\_\_\_\_ number of months.

( ) No, each party waives permanently

**REASON FOR SEPARATION / DIVORCE:**

( ) Irreconcilable differences

( ) Other: \_\_\_\_\_

**CHILDREN OF THIS MARRIAGE (Minors only):**

Name (First, Middle, Last)	Birth Date	Age	Social Security #
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Addresses where the child / children have lived over the last five years:

Address:

Dates:

With Whom:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CUSTODY:** What will be the arrangements for custody of the minor children?  
Select ONE.

- Sole custody to mother; OR
- Sole custody to father; OR
- Joint legal custody (decision making) with sole physical custody and primary residence with the mother; OR
- Joint legal custody (decision making) with sole physical custody and primary residence with the father.

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**VISITATION:** (Please see the attached standard visitation schedule) If there is to be a specific visitation schedule, will it be the schedule we use as a standard matter which is attached hereto, or will it be a schedule you will make and attach? Tell us which you prefer:

- Use the office standard schedule
- Use the office standard schedule with the changes I have marked on the visitation schedule form attached.
- Use the following visitation schedule:

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**Transportation Arrangements:** Please select one of the following:

The parent who does not have primary physical custody shall be solely responsible for transportation arrangements and costs associated with visitation-related travel.

The parents shall share responsibility for transportation arrangements and costs associated with visitation-related travel. Where the parents cannot agree, the Noncustodial Parent will pick child up at the Custodial Parent's home, child's school, or other place as the parties agree, at the beginning of visitation, and Custodial Parent will pick child up at the Noncustodial Parent's home, child's school, or other place as the parties agree, at the end of visitation.

Other: \_\_\_\_\_

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**Telephone contact:** The Noncustodial Parent will have the right to contact the child or children by telephone during reasonable hours (pick one)

As the parents agree.

Daily.

Weekly.

No guaranteed telephone contact.

**Other Limitations:** Please list any other limitations to be imposed on visitation or other contact between the child or children and the Noncustodial Parent, noting that it is rare for the Court to impose such limitations absent evidence of abuse or agreement of the parties.

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## CHILD SUPPORT:

On January 1, 2007, a new Georgia statute will take effect. This statute provides a new mechanism for computing child support, and it takes many factors into consideration. Therefore, the following section is long. It is necessary for you to answer each and every question, marking "N/A" if it is not applicable to your case. It may help for you to refer to your most recent tax return, W-2s, and pay stubs.

(Note: Gross income includes salary, wages, commissions, tips, fees, self-employment income, bonuses, overtime payments, severance pay, pension income, retirement plan income, interest, dividends, trust income, annuities, capital gains, social security disability or retirement income for parent BUT NOT for child, worker's compensation, unemployment, judgments from personal injury or other civil case, gifts, prizes, lottery winnings, alimony and maintenance from people not involved in this case, assets used for the support of family, fringe benefits, or any other income, except for food stamps or other public assistance. If you are unsure whether something qualifies as income, report it in the margin of this form with a description of it.)

1. The gross income of the father is \$\_\_\_\_\_ dollars monthly
2. The gross income of the mother is \$\_\_\_\_\_ dollars monthly
3. Is Father is self-employed? \_\_\_\_ No (skip to next question)  
\_\_\_\_ Yes; and  
Father pays \_\_\_\_ in self-employment taxes for FICA;  
Father pays \_\_\_\_ in self-employment taxes for Medicare.
4. Is Mother is self-employed? \_\_\_\_ No (skip to next question)  
\_\_\_\_ Yes; and  
Mother pays \_\_\_\_ in self-employment taxes for FICA;  
Mother pays \_\_\_\_ in self-employment taxes for Medicare.

5. Is either parent subject to a pre-existing child support order for another child/children? If so, for each pre-existing child support order, provide the following information:

Parent	Court Name and Case #	Date of Order	Name and Birthdate of Child	Amount Paid per Month

6. Does either parent support another child or other children who are not involved in this case? To answer yes, the child must live in the parent's home and must not be subject to any preexisting order for support, and the parent must be actively supporting the child, and must be legally responsible for the child (step-children do not qualify)? No\_\_\_\_\_ (skip to next question)

Yes\_\_\_\_\_; Please provide the following information:

Parent providing support	Name of qualifying Child	Child's birthdate

7. Does the custodial parent's job, education, or job-training require you to pay for childcare (babysitting, day care, etc.)? If so, provide the following information:

Annual child care paid by Mother	Child #1:	Child #2:	Child #3:	Total
Total paid per year during school				
Total paid per year during Summer				
Total paid per year during other school breaks				
Total paid per year for pre-school age or child with disability				

Annual child care paid by Father	Child #1:	Child #2:	Child #3:	Total
Total paid per year during school				
Total paid per year during Summer				
Total paid per year during other school breaks				
Total paid per year for pre-school age or child with disability				

7. Health Insurance:

Father pays \_\_\_\_\_ per month in health insurance premiums for the child/children.

Mother pays \_\_\_\_\_ per month in health insurance premiums for the child/children

Note: If a single health insurance policy covers several people, please state the monthly premium for that policy, and list the individuals covered by it below:

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8. Does the child receive social security benefits of any kind? If so, state the monthly amount received:

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9. Child's average monthly health care costs not covered by insurance:

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10. Does either parent provide vision or dental insurance for the child? If so, provide the following information:

Parent who pays	Type of Insurance	Child	Monthly Premium

11. Does either parent maintain a life insurance policy on the life of either or both parent for the benefit of the child? Please state which parent pays for the policy, and the monthly premium.

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12. Does either parent claim a Child and Dependent Care Tax Credit? If so, state which parent, and the amount of the annual credit.

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13. If parents do not live within the same county, what is the approximate distance between the residences of the parents (based on each parent's anticipated residence in the near future)? If there is a substantial distance, please state whether it is due to one or both parents moving, and whether the travel expenses for visitation have been allocated by previous court order, or whether parents agree to allocate the applicable travel expenses.

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14. Is either parent currently obligated to pay alimony? If so, please state the parent who pays alimony, the monthly amount, to whom it is paid, and the anticipated duration of the alimony award.

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15. If you are the noncustodial parent, have you provided the home, at no cost, for the custodial parent and child/children, or do you make mortgage or rent payments for **their** home? If so, please state the amount you spend monthly on mortgage or rent payments for that home.

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16. Please provide the following information for any extraordinary expenses, such as tuition, room and board at a school, lab fees, books, other educational expenses, summer camp, music or art lessons, travel, school sponsored extracurricular activities, other activities intended to enhance the athletic, social, or cultural development of the child:

Nature of Extraordinary Expense	Which Parent Pays	Average Monthly Expense

17. Please provide the following information for any extraordinary medical expenses incurred by the child, a parent, or a child of the parent's current family:

Person Who Incurs the Medical Expense	Person Who Pays for Medical Expense	Average Monthly Expense

18. Please state any other factor which you feel should be taken into consideration in the computation of child support.

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**TAXES**

Who will claim the children on their taxes? (The person with primary physical custody usually gets the deduction.)

Father will claim    Mother will claim    Other \_\_\_\_\_

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**ASSETS**

Marital Home: Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Value \$ \_\_\_\_\_ Loan Balance \$ \_\_\_\_\_ When Purchased? \_\_\_\_\_

If you own your home, what will happen to it?

Transfer to Wife / Husband (circle one) free of claim from spouse.

The person keeping the home will be required to refinance the loan?

Yes       No

Wife / Husband will buy Wife / Husband's interest for \$ \_\_\_\_\_

The person keeping the home will be required to refinance the loan?

Yes       No

The house will be put on the market for sale and the proceeds will be divided as follows:

Divide equally the proceeds after costs of sale.

Wife will get \_\_\_\_\_% and Husband will get \_\_\_\_\_% after costs of sale.

Who will claim the interest deduction for the home on their taxes for this year?

Husband    Wife    Split between the parties

How will mortgage and utilities be paid until the above transfer/sale takes place?

Husband / Wife will pay the mortgage

Husband / Wife will pay the utilities

Special circumstances \_\_\_\_\_

**OTHER REAL ESTATE: (including timeshares)**

**Location #1**

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

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Value \$ \_\_\_\_\_ Loan Balance \$ \_\_\_\_\_ When Purchased? \_\_\_\_\_

How will this property be divided? \_\_\_\_\_

**Location #2**

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

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Value \$ \_\_\_\_\_ Loan Balance \$ \_\_\_\_\_ When Purchased? \_\_\_\_\_

How will this property be divided? \_\_\_\_\_

**Location #3**

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

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Value \$ \_\_\_\_\_ Loan Balance \$ \_\_\_\_\_ When Purchased? \_\_\_\_\_

How will this property be divided? \_\_\_\_\_

**Location #4**

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

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Value \$ \_\_\_\_\_ Loan Balance \$ \_\_\_\_\_ When Purchased? \_\_\_\_\_

How will this property be divided? \_\_\_\_\_

**AUTOMOBILES/BOAT/MOTORHOMES/ETC.**

**Vehicle #1**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Financed With \_\_\_\_\_ Value \_\_\_\_\_

Who will keep this vehicle?

Wife / Husband keeps

Wife / Husband keeps and pays Wife / Husband \$\_\_\_\_\_ for his/her share.

Vehicle sold and proceeds are split after sale

Proceeds split 50-50

Husband gets \_\_\_\_\_% and Wife gets \_\_\_\_\_%

**Vehicle #2**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Financed With \_\_\_\_\_ Value \_\_\_\_\_

Who will keep this vehicle?

Wife / Husband keeps

Wife / Husband keeps and pays Wife / Husband \$\_\_\_\_\_ for his/her share.

Vehicle sold and proceeds are split after sale

Proceeds split 50-50

Husband gets \_\_\_\_\_% and Wife gets \_\_\_\_\_%

**Vehicle #3**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Financed With \_\_\_\_\_ Value \_\_\_\_\_

Who will keep this vehicle?

Wife / Husband keeps

Wife / Husband keeps and pays Wife / Husband \$\_\_\_\_\_ for his/her share.

Vehicle sold and proceeds are split after sale

Proceeds split 50-50

Husband gets \_\_\_\_\_% and Wife gets \_\_\_\_\_%

**Vehicle #4**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Financed With \_\_\_\_\_ Value \_\_\_\_\_

Who will keep this vehicle?

Wife / Husband keeps

Wife / Husband keeps and pays Wife / Husband \$ \_\_\_\_\_ for his/her share.

Vehicle sold and proceeds are split after sale

Proceeds split 50-50

Husband gets \_\_\_\_\_% and Wife gets \_\_\_\_\_%

**Vehicle #5**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Financed With \_\_\_\_\_ Value \_\_\_\_\_

Who will keep this vehicle?

Wife / Husband keeps

Wife / Husband keeps and pays Wife / Husband \$ \_\_\_\_\_ for his/her share.

Vehicle sold and proceeds are split after sale

Proceeds split 50-50

Husband gets \_\_\_\_\_% and Wife gets \_\_\_\_\_%

**OTHER ITEMS OF PERSONAL PROPERTY**

The parties have already divided all personal property

Attached is a list of the personal property and how it will be divided

**RETIREMENT/STOCKS/BONDS/IRA ACCOUNTS/SAVINGS/CHECKING**

The parties have already divided all assets within this category.

Attached is a listing of each account and who will maintain said asset.

The parties will release any and all interest in the other party's assets.

There are no such assets of the parties.

**DEBTS:**

( ) There are no joint debts with both names, and each party will take all debt in his or her own name.

( ) The marital debts are listed below and will be divided as follows:

Creditor	Amount Owed	Who is listed	Who Maintains?
_____			
_____			
_____			
_____			
_____			
_____			
_____			

**BOILER PLATE PROVISIONS**

Boiler Plate Provisions will be placed in the agreement by the attorney, stating that the parties made a complete disclosure of all assets and debts, that the parties waive their right to discovery, and each agrees not to contract any additional debt in the other’s name.

A provision will be placed in the agreement that neither party will harass, intimidate, or threaten the other, or disparage the name of the other party.

**I HAVE READ, UNDERSTOOD, AND AGREED TO THE ATTACHED FEE AGREEMENT. I HAVE FULLY COMPLETED THE ABOVE FORM, OBTAINED SUCH LEGAL ADVICE AND ASSISTANCE IF ANY AS I DESIRE, AND I REQUEST THAT A DRAFT OF AN AGREEMENT BE PREPARED FOR ME BASED ON THE INFORMATION PROVIDED BY ME ON THIS QUESTIONNAIRE.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

## STANDARD VISITATION

The Husband shall have the minor children with him as the parties can agree. In the event the parties are unable to agree on visitation with the parties' minor children, the Husband shall be entitled to the following:

(a) The Husband shall be entitled to two (2) weekend visitation periods from the end of the regular school day or 6:00 p.m. on Friday until Sunday at 6:00 p.m. every month. The Husband shall, at the beginning of each month, inform the Wife of the particular weekend visitation he will be exercising for that month.

(b) Martin Luther King Day: The children shall be with the parent whose regularly scheduled weekend is adjacent to said holiday weekend.

(c) Valentine's Day: The Wife shall be entitled to odd numbered years and the Husband shall be entitled to even numbered years.

(d) Easter Sunday: The Wife shall be entitled to even numbered years and the Husband shall be entitled to odd numbered years.

(e) Spring Break: Spring Break shall be equally divided between the parties such that each shall be entitled to two and one-half (2 ½) days coinciding with their regularly schedule weekend. However, in the event Spring Break includes Easter Sunday, the party who is entitled to the Easter holiday period shall also be entitled to the two and one-half (2 ½) days of Spring Break which are adjacent to said holiday weekend and the other party shall be entitled to the other weekend incorporated into the Spring Break with the additional two and one-half (2 ½) days attached thereto.

(f) Memorial Day: The children shall be with the parent whose regularly scheduled weekend is adjacent to said holiday weekend.

(g) Mother's Day: The children shall be with the Wife.

(h) Father's Day: The children shall be with the Husband.

(i) July 4<sup>th</sup>: The parties shall equally divide July 4<sup>th</sup> day.

(j) Labor Day: The children shall be with the party whose regularly scheduled weekend is adjacent to said holiday weekend.

(k) Halloween: The Wife shall be entitled to even numbered years and the Husband shall be entitled to odd numbered years.

(l) Thanksgiving Holidays: The children shall be with the Wife during odd numbered years and with the Husband during even numbered years on Thanksgiving Day and the parties will otherwise divide the school holiday period giving the party not having Thanksgiving Day preference.

(m) Christmas Holidays: The children shall be with the Husband on Christmas Eve during odd numbered years and on Christmas Day during even numbered years. The children shall be with the Wife on Christmas Eve during even numbered years and on Christmas Day during odd numbered years. The parents shall divide equally the remaining holidays.

(n) New Year's Day: The children shall be with the Wife on odd numbered years and with the Husband on even numbered years.

(o) Children's Birthdays: The parties shall equally divide the children's birthdays.

(p) Wife's Birthday: The children shall be with the Wife.

(q) Husband's Birthday: The children shall be with the Husband.

(r) Summer Break: Upon the children being released from school for the summer, each parent shall be entitled to one 7-consecutive days visitation period during the month of June and one 7-consecutive days visitation period during the month of July of each year. The Husband shall provide to the Wife (for each visitation period) at least a

one-week notice as to the week that he requests. The Wife shall provide same to the Husband.