

SUBMIT ALL COMPLETED DOCUMENTS TO: info@divorceEZ.ca

CLIENT INTAKE FORM:

If you are in a common-law relationship, please do not answer the questions on marriage

YOUR INFORMATION:

Full name (first, middle, last): _____

Phone Number: _____ / Email Address: _____

Current address, with postal code: _____

Date of Birth (MM/DD/YYYY): _____

Place of Birth (city, province, country): _____

Married before? YES [] / NO [] Details of previous marriage: divorced [] / widowed []

Surname at birth: _____ Surname before marriage: _____

Gender at time of marriage: _____ Living in **AB** the past 12 months? YES [] / NO []

YOUR SPOUSE'S INFORMATION:

Full name (first, middle, last): _____

Phone Number: _____ / Email Address: _____

Current address, with postal code: _____

Date of Birth (MM/DD/YYYY): _____

Place of Birth (city, province, country): _____

Married before? YES [] / NO [] Details of previous marriage: divorced [] / widowed []

Surname at birth: _____ Surname before marriage: _____

Gender at time of marriage: _____ Living in **AB** the past 12 months? YES [] / NO []

INFORMATION ON RELATIONSHIP:

Date you began cohabitating together (MM/DD/YYYY): _____

Date of Marriage (MM/DD/YYYY): _____

Place of Marriage (city, province, country): _____

Date of Separation (MM/DD/YYYY): _____

(the date of separation begins when spouses start living apart with the intention of ending the relationship, even if living under the same roof/residence, OR a mutually agreed upon date)

ADDITIONAL INFORMATION:

1. Is your spouse agreeable with the proceedings? YES [] / NO [] / UNSURE []

*If you answered no, or unsure, provide details: _____

2. Are you or your spouse seeking spousal support?

NO [] / YES [] Which party is and for what reason? _____

*If you answered **yes** to spousal support, please provide the details – have you and the other party agreed to an amount and the terms/conditions? (additional charges may apply if this has not been discussed with a member of our team).* _____

3. Are there any Emergency Protection Orders (EPO) or No-Contact Orders in place?

YES [] / NO [] *If yes, please provide documentation.

4. Do you have any signed Pre-nup/Cohab Agreements or Separation Agreements in place?

NO [] / YES [] *If yes, please provide documentation.

5. How would you be paying for our services (credit card [], e-transfer [], cash [], or debit [])?

Who can the invoice be payable to, or split 50/50? _____

6. How did you hear about **Divorce Easy**? _____

CHILDREN OF THE MARRIAGE/RELATIONSHIP:

Child #1

Full legal name of child: _____

Date of Birth (MM/DD/YYYY): _____

Any health or other concerns? _____

If the child is **over** the age of 18, are they working, and/or attending full-time post-secondary education, and where is the child residing? Provide all details. _____

Child #2

Full legal name of child: _____

Date of Birth (MM/DD/YYYY): _____

Any health or other concerns? _____

If the child is **over** the age of 18, are they working, and/or attending full-time post-secondary education, and where is the child residing? Provide all details. _____

Child #3

Full legal name of child: _____

Date of Birth (MM/DD/YYYY): _____

Any health or other concerns? _____

If the child is **over** the age of 18, are they working, and/or attending full-time post-secondary education, and where is the child residing? Provide all details. _____

***If you have more than 3 children, please add additional details on a separate sheet.**

Parenting & Financial Information:

1. Do you or your spouse have any other children of previous relationships? YES [] / NO []

**If yes, is child support payable or received? Provide details: _____*

2. Are there any parenting plans in place (e.g., signed parenting agreement, court orders, etc)?

YES [] / NO [] **If yes, please provide documentation.*

3. Who makes the decisions for the Children (Father, Mother or jointly)? _____

4. What is the parenting arrangement (visitation schedule/rotation)? _____

5. Who is the children's principal resident (Father, Mother or 50:50)? _____

6. Has child support been paid between the parties, or will it be paid? Provide details.

When did child support payments begin (MM/DD/YYYY)? _____

What is the monthly amount that has been paid? _____

- If child support payments are not being exchanged, provide details as to how this decision was reached:

7. Are there any Section 7 Expenses (daycare, extracurricular activities, school fees, medical/dental, etc)? Provide details and monthly costs. _____

[] 50/50 jointly between the parties.
[] Proportionate to the parties' incomes.
[] As mutually agreed upon, provide details _____

Name of Employer or name of business: _____

Schedule of employment (hours/days per week)? _____

Type of Employment: Self Employed / Salaried / Hourly / Incorporated Business / Commission

Other sources of income (e.g., rental, dividends, disability, government benefits, etc)?

Name of Employer or name of business: _____

Schedule of employment (hours/days per week)? _____

Last years Gross income (before taxes): _____

Type of Employment: Self Employed / Salaried / Hourly / Incorporated Business / Commission

Other sources of income (e.g., rental, dividends, disability, government benefits, etc)?

[illegible]

DOCUMENTS REQUIRED FOR THE DIVORCE APPLICATION:

- If you were married within Canada, the original marriage certificate must be filed with the divorce application as per Alberta Court rules. If you do not have it, we can inform you on where to obtain it. If you married outside of Canada, the marriage certificate is not required, however, a Justice of the Court may request to see a copy.
- IF YOU HAVE CHILDREN UNDER 18: it is mandatory by the Alberta Courts to complete the Parenting After Separation (PAS) course. This is a free – online course that each party is required to complete when divorcing with dependent children involved. You can complete the course online at: <https://pas.albertacourts.ab.ca/products/5808-parenting-after-separation-ecourse>
Please send us each party's "Wall Certificate" once the course is finalized.

IMPORTANT INFORMATION FOR YOU:

- If you wish to keep your address confidential from your spouse, please do not include it on this intake form; instead, write the city & province only.
- If you require a settlement of family property, or a division/waiver of pension or any other assets, please let us know, and kindly provide a summary of how you would like to protect/divide the family assets, and if the parties are in agreement or not.
*(*the cost of a settlement agreement is not inclusive of the divorce application).*