

CLIENT INFORMATION QUESTIONNAIRE

I. PERSONAL FACTS

A. Name: _____

Address: _____

Telephone: Home (____) _____ Work (____) _____

Email: _____

Date of birth: _____

Driver's license number: _____

Social Security number: _____

B. Spouse's name: _____

Address: _____

Telephone: Home (____) _____ Work (____) _____

Date of birth: _____

Driver's license number: _____

Social Security number: _____

Spouse's Attorney: _____

Address: _____

Telephone: Home (____) _____ Work (____) _____

C. Have you been a resident of California for the last six months and a resident of Los Angeles County for the last three months? _____

If not, please state your place of residence for the last six months: _____

D. Have any of your children under age 18 lived outside the State of California during the last five (5) years? _____

E. Have your children lived with any person other than you and/or your spouse? (Yes or No) Name of person with whom children have lived and dates: _____

F. Are there any other pending legal proceedings concerning your children? If yes, please complete: Location of court _____ Case No. _____

G. Child(ren)'s name(s), birthdate(s) and place(s) of birth:

1. _____

2. _____

3. _____

4. _____

5. _____

H. Date of marriage/place of marriage: _____

I. Date of separation: _____

J. Department and Judge case assigned: _____

II. PROPERTY

Please provide the information requested below to the best of your ability. Copies of documents evidencing ownership (e.g., deeds, passbooks, pinkslips, agreements, etc.) will be helpful. Please do not be limited by the space below in supplying us with the information concerning your assets. Use separate paper where necessary.

A. Family residence:

1. Address: _____
2. Form of title (separate property, community property, joint tenancy, tenancy in common):

3. Date of purchase or acquisition: _____
4. Purchase price: _____
5. Amount borrowed at time of purchase: _____
6. Loan balance as of date of separation: _____
7. Present loan balance: _____
8. Source of funds for purchase or acquisition: _____

9. Source of funds for mortgage payments: _____

10. Approximate present fair market value (attach appraisals, if available): _____
(Attach copies of deed(s), if available. Also, if more than one residence involved, please
complete items 1 through 10 on separate paper for the other residence(s).)

B. Other real property and commercial property:

1. Address: _____
2. Form of title (separate property, community property, joint tenancy, tenancy in common):

3. Date of purchase or acquisition: _____
4. Purchase price: _____
5. Amount borrowed at time of purchase: _____
6. Loan balance as of date of separation: _____

7. Present loan balance: _____
8. Source of funds for purchase or acquisition: _____
9. Source of funds for mortgage payments: _____
10. Approximate present fair market value: _____
(Attach attach appraisals, copies of deed(s), if available. Also, if more than one residence involved, please complete items 1 through 10 on separate sheet for the other residence(s).)

C. Household furniture, furnishings and fixtures:

1. Possession: _____
2. Items of special value: _____

3. Insured Items: _____

4. Items acquired by gift, inheritance or owned before marriage (attach appraisals and/or inventory, if any): _____

D. Automobiles: Please supply year, make, model, license number, form of title, date of purchase, source of funds, for down payment and monthly payments, financing information (creditor, balance, etc.) (Attach copies of certificates of ownership, if available.)

1. _____

2. _____

3. _____

E. Life insurance policies: Please indicate name of company, type of policy, policy number, owner, beneficiary, face amount and cash value. (Attach copy(ies) of policy(ies), if available.)

1. _____

2. _____

3. _____

F. Bank accounts and certificates of deposit: Please supply bank, branch, name and number of account, type of account, approximate balance and source of funds. (Attach copy(ies) of passbook(s), if available.)

1. _____

2. _____

3. _____

G. Safe deposit boxes: Indicate bank, box number, persons who have access, description of contents.

1. _____
2. _____
3. _____

H. Business interests: indicate name, type of entity, nature of business, date started, names of other owners, partners, or shareholders and percentage of interests.

1. _____

2. _____

3. _____

I. Stocks and bonds: indicate description, number of shares, market value, location of certificates, source of funds and date acquired.

1. _____

2. _____

3. _____

J. Pension, retirement, profit sharing plans: indicate name of employer, name of participant, value of interest date stated.

1. _____

2. _____

3. _____

K. Assets of children: indicate description of item(s), owner, value, and person in possession or control.

1. _____

2. _____

3. _____

L. Other assets: indicate description of item(s), owner, value, and person in possession or control.

1. _____

2. _____

3. _____

M. Separate property: separate property, as distinguished from community property, is generally described as the property you owned prior to your marriage or that was acquired by you during your marriage by gift, inheritance or with the income from your separate property. Please indicate below which items described above you believe to be your separate property and your reasons for such belief. (Attach continuation sheets if necessary.)

III. OBLIGATIONS

Indicate all presently outstanding debts and obligations, including date incurred, purpose, date due and terms of repayment. Include educational loans, if any, and who (you or spouse) obtained the education.

1. _____

2. _____

3. _____

IV. INCOME

- A.
1. Your employer: _____
 2. Address: _____
 3. Phone: _____
 4. Occupation/position: _____
 5. Education (years): _____
 6. If not employed:
 - a. When last employed? _____
 - b. What were your gross monthly earnings? _____
- B.
1. Spouse's employer: _____
 2. Address: _____
 3. Phone: _____
 4. Occupation/position: _____
 5. Education (years): _____

6. Estimate of spouse's gross monthly earnings: _____

C. Your withholding information:

1. Number of withholding allowances claimed on W-4: _____

2. Marital status indicated: _____

3. Number of exemptions on last year's federal income tax return: _____

D. Gross income:

	<u>You</u>	<u>Spouse</u>
1. Total gross salary or wages, including commissions, bonuses and overtime paid during last 12 months:	\$ _____	\$ _____
2. All other money received during last 12 months, except welfare, AFDC, spousal support from this marriage or any child support:	\$ _____	\$ _____

Include pensions, social security, disability, unemployment, military basic allowance for quarters (BAQ), spousal support from a different marriage, dividends, interest or royalty, trust income and annuities. Include business income and income from rental property. Prepare and attach a schedule showing gross receipts less cash expenses for each business or rental property, specifying sources.

E. Deductions from gross income:

	<u>You</u>	<u>Spouse</u>
1. State income taxes	\$ _____	\$ _____
2. Federal income taxes	\$ _____	\$ _____
\$ _____ 3. Social security	\$ _____	\$ _____
4. State disability insurance	\$ _____	\$ _____
5. Health insurance	\$ _____	\$ _____
6. Medical and other insurance	\$ _____	\$ _____
7. Union and other dues	\$ _____	\$ _____
8. Retirement and pension fund	\$ _____	\$ _____

- | | | | |
|-----|---|----------|----------|
| 9. | Savings plan | \$ _____ | \$ _____ |
| 10. | Court ordered child or spousal support actually being paid for relationship other than that involved in this proceeding | \$ _____ | \$ _____ |
| 11. | Other deductions (specify) | | |
| | a. _____ | \$ _____ | \$ _____ |
| | b. _____ | \$ _____ | \$ _____ |
| | c. _____ | \$ _____ | \$ _____ |
| F. | Present monthly income, if different from 12-month average (please explain reason for different) | \$ _____ | \$ _____ |

V. LIQUID ASSETS

A. Liquid assets under your control:

- | | | | |
|----|-----------------------------|----------|--|
| 1. | Cash | \$ _____ | |
| 2. | Checking accounts | \$ _____ | |
| 3. | Stocks | \$ _____ | |
| 4. | Bonds | \$ _____ | |
| 5. | Life insurance (cash value) | \$ _____ | |
| 6. | Other | \$ _____ | |

B. Liquid assets under spouse's control:

- | | | | |
|----|-----------------------------|----------|--|
| 1. | Cash | \$ _____ | |
| 2. | Checking accounts | \$ _____ | |
| 3. | Stocks | \$ _____ | |
| 4. | Bonds | \$ _____ | |
| 5. | Life insurance (cash value) | \$ _____ | |

6. Other

\$ _____

VI. MONTHLY EXPENSES

Please list your monthly expenses as accurately as possible. An Expense Worksheet is attached for your assistance. A review of your check register, receipts and paid bills will help you to prepare this list. Note that this is not a budget, but the actual amounts that you have been spending in recent months (perhaps prior to separation). Please indicate the time period over which you have averaged the expenses. If you have been unable to spend money on certain items in recent months, *e.g.*, on clothes or entertainment, please indicate an estimate of the amounts spent during your marriage when funds were more readily available to make such expenditures.

If your spouse is meeting certain of the expenses, please indicate the amount, following with "SP" ("spouse pays"). If your spouse is meeting such expense, but you do not know the amount, indicate "UNK-SP" ("unknown-spouse pays"). Where possible, attempt to segregate the expenses between you and your child(ren) with a slash (your share first, then the child(ren)'s).

A. List all persons living in your home whose expenses are included below and their incomes:

- 1. _____
- 2. _____
- 3. _____

B. List all other persons living in your home and their income:

- 1. _____
- 2. _____
- 3. _____