Polly N. Passonneau, P.C.

Intake Questionnaire and Relevant History

Please fill out this form as completely as possible and to the best of your ability.

1. Please provide your name and the name of the other party.

2. What type of matter are you coming to our firm about? (e.g.,

prenuptial agreement, postnuptial agreement, divorce, child custody,

child support, child visitation, or post - judgment proceedings)

3. If the matter is about a marriage, please provide the following:

Date of marriage:

Place of marriage:

Type of ceremony (religious or civil):

Address of marital residence:

Name of the party who holds the title to the marital residence, if owned:

Date of separation:

Whether this is a first, second, or third marriage – answer for each party:

4. If the matter concerns a marriage please provide the following health insurance information for both you and the other party:

Group Health Plan:

Address:

Identification Number:

Plan Administrator:

Type of Coverage:

5. If this matter concerns a marriage, does either party have a prior sur – name?

6. Please provide your social security number and the social security number of the other party.

7. If either party has been married before please, provide below the number of times and for each prior marriage please provide: the date and place of marriage; the date of termination; the name of spouse; if applicable the number of children and their names, dates of birth, ages, and current places of residence; the manner of termination (e.g. death, court order, agreement, etc.); if by death the date and place of the spouse's death; if by court order the name and location of the court, the date of the order, and the grounds for dissolution; if by agreement the date of the agreement and the names and addresses of the attorneys for each party.

8. If the matter concerns a child or children, and if there are children of the marriage provide below the name(s), date(s) of birth and age(s), place(s) of birth, social security number(s), and citizenship for each child. Additionally if any child is employed please provide the employer's name and address as well as the child's weekly work hours and rate of compensation.

9. Please provide the date and place (state or country if outside the United States) of birth of both you and the other party.

10. Please provide the permanent address(es) and telephone number(s) of you and the other party, as well as of any children. Please include county of residence if inside the United States.

11. If different from above, please provide the mailing address(es) of you and the other party.

12. Is there any pending litigation involving you or the other party? If so please provide: the name and location of the court; the type of litigation; whether you or the other party is the plaintiff (petitioner) or defendant (respondent); the status of the litigation; and the name, address, and telephone number of the attorney representing you or the other party in this matter.

13. Please provide your employer; place of employment; position or title held; type of work performed; number of years with employer; net and gross salary or wages; if applicable the amount of any bonus; the employer's contribution to any pension plans, profit sharing plans or savings plans; if applicable your expense allowance; if applicable the year(s), make(s), and model(s) of any automobiles furnished by your employer and the amount and nature of any automobile expenses provided by your employer.

14. For the other party, please provide the information requested in question 13.

15. If either party is self-employed please list: the hours worked and the names and addresses of partners or other principals in the business.

16. Prior employment: if the answers to 13, 14, and/or 15 are different during the past five years please provide the names of any previous employers, places of employment, positions or titles held, type of work performed, years with employer, annual compensation, and the value(s) of any employee benefits.

17. Are you or the other party currently on active military service?

18. Are there any other legal proceedings pending between you and the other party in this matter in any other state or country? If so please provide the name and location of the relevant court and the status of the proceedings.

19. Are you or the other party receiving any sort of public assistance?

20. What is the highest level of education you have completed to date?

21. What is the highest level of education the other party has completed to date?

22. Please provide information on your health and the health of the other party. (e. g. good health, poor health, etc.. with specifics)

23. Please provide the following information regarding income for both you and the other party: the nature and annual income of any investments; the amount of any annual earnings on bank accounts; the amount of any annual dividend income; the amount of any annual income from trusts; the amount of any other annual income.

24. Please provide the following information regarding **your** **separate, non-marital assets; separate, non – marital assets are those assets you had before the marriage, or received by gift, inheritance bequest or devise, or the proceeds of any personal injury claim**: the names and addresses of any banks you have checking accounts in, the titles of each account, and the average balance of each account; the names and addresses of any banks you have savings account in, the titles of each account, and the balance of each account. For any stocks you hold please list: the total value of the stocks, the name(s) of the corporation(s), the amount of shares held, the current price per share, the cost per share when acquired, any loans against shares or margin indebtedness, the location of the stock certificates. For any bonds you hold please list: the total value of the bond(s), the name of the issuer, the face value of each bond, the current value of each bond, the due date of each bond, the cost of each bond, all amounts and dates of interest payments, any loans against bonds or margin indebtedness, the location of each bond. Please state the total value and type, loans, and location of any other securities you hold. Please list the name and address of your stockbroker and the account number and type of any accounts you hold. If you have any business assets please provide for each: the name and type of business, your percentage share in the business, and the monetary value of your interest in the business. Please provide the description and monetary value of any other assets you may have. For any life insurance policies you may have please provide: the name of the company issuing it, the face amount of the policy, any loans against the policy, the beneficiary of the policy, the owner of the policy, and the location of the policy. For any pension or retirement plan you hold please list: the type of plan and total sum of the plan, the total amount invested in the plan by the other party and by your employer, the total amount vested in the plan the lost annual payment, the expected value of the plan on retirement age, the payments on retirement age, the earliest retirement age under the plan, the normal retirement age under the plan, the type of investments by fund. If you own any boats please list the length, make, and type of each; the value of each; any loans against any of the boats; the amount per month of the loan payments; who the loan payments are made out to; and the location of each boat. If you own any airplanes please list the make, type, and location of each; the value of each; any loans against any of the airplanes; the amount per month of the loan payments; and who the payments are made out to. For any collections you may have (e.g. guns, stamps, coins, antiques, etc.) please briefly describe and list the monetary value of each collection. For any real property you may own (e.g. residence, business, vacation) please give a brief description, list the market value of each piece of property, list any mortgage you may have on each property, list the monetary amount of mortgage payments you pay monthly, list any other liens on the property and please include the amount as well as to whom they are owed and how they are payable, list the amount of taxes paid on each property, and the amount of rent or other income gained from each property if any.

25. Please provide the information requested in question 24 for **the other party's separate non-marital assets**.

26. Please provide the information requested in question 24 for **any assets held jointly with the other party**.

27. For any liabilities, please state for each liability: the creditor, the purpose of the debt, the amount of principal owed, the amount paid monthly, any arrears of payments. Please also state whether the debt is in your sole name, or in joint name, and when the debt was incurred. List same for any debt in the sole name of the other party.

28. Please list the amount you pay for family expenses and the amount the other party pays for family expenses. Please state your allowance for expenses and the other party's allowance for expenses.

29. Please briefly describe the marital issue. Please know that as of 2010, New York State has no fault divorce. The statute requires only that the plaintiff state in the complaint that there has been an irretrievable breakdown of the marital relationship for six months or more prior to the filing of the Summons with Notice of an Action in Divorce. Thus, this is almost always the chose “ground” for the divorce. There is no defense to this claim, but there must be at least six months from the date of the marriage to the date of the filing. Otherwise, the plaintiff must allege abandonment for one or more years, adultery, cruel and inhuman treatment, or legal separation for a year or more. If this matter concerns any of these grounds, please state when the adultery was committed and with whom, and any evidence for the adultery. If this is an issue of cruelty, please list illustrative instances and dates of any applicable physical violence or emotional upset or psychological disturbance. Finally, if one of the parties has been incarcerated for three or more consecutive years, this is also a ground for divorce.

30. Please state what sort of result you are seeking, (e.g. reconciliation, a separation decree, child or spousal support, custody or a parenting agreement, a separation agreement, a judgment of divorce).

31. Please list any further relief you are seeking, (e.g. spousal support, child support, medical insurance, medical expenses, psychiatric expenses, camp expenses, nursery school tuition, private school tuition, college tuition, life insurance, the marital residence, other property, a share of the other party's assets, a provision in the other party's will for yourself or children, counsel fees and expenses).

**In addition to sending this form prior to any meeting, please start putting together the following documents, which will be necessary in connection with either negotiating or litigating your situation**:

1. All income tax returns for the past five years, business and personal.

2. All bank books, certificates of deposit, and bank statements for the past three years.

3. A listing by expense category of all checks written for the past two years with separate totals for each category for each year.

4. Deeds to any real estate.

5. All loan books.

6. Copies of all insurance policies.

7. Retirement plans and statements.

8. Recent paycheck vouchers or envelopes.

9. Copies of all closing documents regarding the purchase of any real estate or cooperative apartment.

10. Copies of any other documents evidencing ownership of any property, real or personal, of any value over $500.