

[FIRM NAME]

[Address · Phone · Email · Website]

CLIENT INTAKE FORM - FAMILY LAW

CONFIDENTIAL. Completing this form does not create an attorney-client relationship. The firm represents you only after a signed engagement agreement and completion of a conflict check.

1. Potential client

Full legal name	
Date of birth (mm/dd/yyyy)	
Best phone / OK to text? / OK to leave voicemail? / Safe to call?	<i>note if contact must be discreet</i>
Email address / safe to email?	
Home address (street, city, state, ZIP) / OK to mail?	
County of residence	
Preferred language	
How did you hear about us?	

2. What you need help with

Type of matter	<i>divorce / custody or timesharing / child support / paternity / protection order / prenuptial or postnuptial agreement / modification of existing order / enforcement / relocation / other</i>
Brief description in your own words	<i>2-3 sentences; details with attorney</i>
Is there an existing court case?	<i>case number, county, judge if known</i>
Any court date already scheduled?	<i>date - flag if within 14 days</i>

3. Other party (conflict check)

Full legal name of spouse / other parent / other party	<i>required for conflict check</i>
Their date of birth, if known (mm/dd/yyyy)	
Their attorney, if known	
Has the other party ever contacted or consulted this firm?	<i>Y/N/unsure</i>

4. Marriage / relationship

Date of marriage	<i>if applicable</i>
Date of separation	<i>if applicable</i>
State/county where married	
Prior family-law cases (e.g., prior divorce, custody, support, or protection-order cases - case number and county if known) between you and the other party named in section 3	

5. Children

Number of children and ages	<i>of this relationship</i>
Current living arrangement	<i>general only</i>
Any existing custody/support orders?	<i>Y/N - county</i>

6. Safety (confidential)

Any history or fear of domestic violence?	<i>Y/N - no details needed here</i>
---	-------------------------------------

Any protection orders, past or present?	Y/N
Is it safe for the firm to leave messages at the numbers above?	Y/N
Immediate safety concerns for you or the children?	Y/N - if immediate danger, call 911; National DV Hotline 1-800-799-7233

7. Finances (overview only)

Are you and the other party financially separated?	Y/N
Do you have access to funds for living expenses?	Y/N
Employment - you / other party	<i>general</i>
Immediate financial emergencies?	<i>locked out, accounts frozen, support stopped</i>

8. Urgency

Hearings or deadlines within 30 days?	
Concern the children may be relocated?	Y/N
Anything else the firm should know now?	

For office use: Conflict check run by _____ Date _____ Cleared: Y / N Assigned attorney: _____

General template provided by Lexara AI (lexarai.com). This is a starting point, not legal advice - adapt it to your state, your practice, and your Bar's rules before use.