



Tel: (604) 925-9260 Fax: (604) 925-9261 Email: karen@redmondlaw.ca website: [www.redmondlaw.ca](http://www.redmondlaw.ca)

DATE: \_\_\_\_\_

**CLIENT INFORMATION INTAKE FORM – MEDIATION**  
(to be completed by either one or both parties)

**Your Personal Information:**

First Name:	Middle Name:	Last Name:
Address:		
City:	Postal Code:	
Home phone:	Cell/pager:	
Email address:	Preferred Language:	
Date of Birth:	Place of Birth:	In BC since:
Were you married before? YES/NO	Details of prior marriage: date of divorce/death of spouse	
Your surname before marriage:	Your surname at birth:	
Do you wish to change your name? YES / NO	If yes, to what?	
Lawyer Name:		

**Spouse/Partner's Personal Information:**

First Name:	Middle Name:	Last Name:
Address:		
City:	Postal Code:	
Home Phone:	Cell/pager:	
Email Address:	Preferred Language:	
Date of Birth:	Place of Birth:	In BC since:
Was your spouse married before? YES/NO	Details of prior marriage: date of divorce/death of spouse	
Spouse's surname before marriage:	Your surname at birth:	
Lawyer Name:		

### Children of the Marriage/Relationship

#### Child#1

First Name:	Middle Name:	Last Name:
Date of Birth:	Place of Birth:	Age:
Resident of BC since:	School:	Grade:
Child resides with:		

#### Child #2

First Name:	Middle Name:	Last Name:
Date of Birth:	Place of Birth:	Age:
Resident of BC since:	School:	Grade:
Child resides with:		

#### Child #3

First Name:	Middle Name:	Last Name:
Date of Birth:	Place of Birth:	Age:
Resident of BC since:	School:	Grade:
Child resides with:		

#### Other children (from previous relationship(s))

Name of Child:	Date of Birth:	Place of Birth:	School/Grade

### Children's Information

With whom have these children lived for the past 12 months?	
What are the current parenting arrangements for your children?	
What parenting arrangements do you propose if different from above?	
What are the current daycare arrangements and costs:	
Citizenship of the children:	
Do children have their own passports? YES / NO	
If your children are involved in activities please list the activity and the monthly cost:	
Any other details or important information about your children?	
Are your children seeing a counsellor?	
Do children have any assets, trust property, bank accounts, RESP's etc? YES / NO If yes, please list:	
Other concerns?	

### Relationship Information

Were you ever involved in any court proceeding in connection with your marriage, your spouse, or your children? YES / NO If yes, please provide specifics:	
Date of marriage:	
Date of cohabitation:	
Place of marriage:	
Are you still living together:	
Date of separation:	Who decided to separate?
Reason for separation:	
Date of divorce (if applicable):	
Have you reconciled at any time?	
Is there a possibility of reconciliation with your spouse? YES / NO	
Was there any verbal agreement in connection with separation? YES / NO	
Do you have a marriage certificate? YES/ NO Is it from Vital Statistics? YES / NO	
Have you ever had any concerns for your own safety or the safety of your children during the relationship? Have the police ever been called or are they currently involved with your family?	
Has your spouse ever caused you to feel threatened or fearful?	
Do you believe there is an immediate risk of violence in your family, either to you or to your children?	

### **Your Employment/Income Information**

Your education or vocational training:	
Present employer:	
Position:	
Address of employer:	
Telephone:	
Date of commencement:	
Annual salary: Gross:	Net:
Does the company you work for have a pension plan? YES / NO	
Past employment (if applicable):	
Income from any other source (social assistance, dividends, pension, child tax credit, maintenance, or other): YES / NO If yes, please provide specifics:	

### **Spouse's Employment/Income Information**

Your spouse's education or vocational training:	
Present employer:	
Position:	
Address of employer:	
Telephone:	
Date of commencement:	
Annual salary: Gross:	Net:
Does the company you work for have a pension plan? YES / NO	
Past employment (if applicable):	
Income from any other source (social assistance, dividends, pension, child tax credit, maintenance, or other): YES / NO If yes, please provide specifics:	

## Family Property

<b>Your motor vehicles:</b>		
Make:	Model:	Year:
Registered Owner:		
<b>Your spouse's motor vehicles:</b>		
Make:	Model:	Year:
Registered Owner:		
<b>Bank Accounts:</b>		
Bank and type of account:	Name(s) of Account Holders(s):	Balance:
<b>Property:</b>		
Real Property (Family Home):		
Address:		
Date of Purchase:	Source and amount of down payment:	
Estimated market value:		
Is this from an appraisal or BC assessed value?		
Name of registered owners:		
Do you know if you are joint tenants or tenants in common?		
Mortgage holder(s):		
Current amount of mortgage owing:		
Monthly mortgage payments:		
<b>History of Property Purchases:</b>		
Previous property owned with your spouse:		
Previous property sold to purchase current property:		

Annual taxes:
Do you have tenants? If yes, what is the rental income?:
Other real property/recreational property:
Any other personal property with value in excess of \$10,000:

<b>Life Insurance:</b>		
Type:	Account Number:	Estimated Value:
<b>RRSPs:</b>		
Type:	Account Number:	Estimated Value:
<b>Pension:</b>		
Type (company, union, CPP):	Account Number:	Estimated Value:
<b>Investments (stocks, bonds, receivables):</b>		
<b>Any other property owned by either spouse:</b>		
<b>Property located outside Canada:</b>		

## Debts

Have retailers and financial institutions been advised of separation?: YES / NO		
<b>Credit cards or charge accounts:</b>		
Name of Credit Card:	Name of Account Holder:	Outstanding Balance:
<b>Other loans (other than mortgage): Please provide name of lender, dates, amounts</b>		
Loan Holder:		Outstanding Balance:

## Excluded Property

Did you own property before cohabitation or marriage? YES / NO		
If yes, please list all property that you owned <b>prior to cohabitation</b> or marriage including real property, inheritances, RRSP's bank accounts etc and the value if known		
Did your spouse own property before cohabitation or marriage? YES / NO		
If yes, please list all property that you owned prior to cohabitation or marriage including real property, inheritances, RRSP's bank accounts etc.		







The Village at Park Royal  
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### **Credit Card Authorization**

We confirm that your signature below authorizes us to pay any outstanding balance on your account with this credit card:

VISA –or- MASTERCARD (circle one)

Cardholder's Name:

Expiry Date:

Card Number:

Signature:

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