



Syndicate Subscription Legal Plans

FAMILY LAW CLIENT INTAKE QUESTIONNAIRE:

**SERVED WITH COURT PAPERS? Response deadlines in family cases are short — contact us right away.
If you or a child are in danger, call 911. National Domestic Violence Hotline: 1-800-799-7233.**

CONFIDENTIAL. This general family law questionnaire helps us understand your situation and direct you to the right services. For some matters, we will also ask you to complete a more detailed form (noted with → below). If a question does not apply, write "N/A." If unknown, write "Unknown." Attach additional pages if needed.

NAME OF THE CLIENT:

☐ Full Legal Name: _____

Other names used: _____ Date of Birth: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Syndicate Plan Member ID: _____ Primary language: _____

Preferred method of contact:

☐ Phone

☐ Text

☐ Email

Is it safe to contact you at the phone and email listed?

☐ Yes ☐ No

PART 1 — WHAT DO YOU NEED HELP WITH?

Ending a Relationship:

☐ Divorce / legal separation → Divorce form

☐ Annulment → Annulment form

☐ Division of property → Asset Division form

☐ Division of debts → Debt Division form

☐ Spousal support / alimony → Alimony form

☐ Marital settlement agreement

☐ Domestic partnership / cohabitation issues

☐ Amend a divorce or separation judgment

Children & Parentage:

☐ Child custody & visitation → Custody form

☐ Child support → Child Support form

☐ Establish or disprove paternity → Part 6

☐ Grandparents' / third-party visitation → Part 7

☐ Termination of parental rights → Part 8

☐ Move-away with a child

Adoption, Guardianship & Conservatorship:

☐ Stepparent adoption → Adoption form

☐ Adult adoption → Adoption form

☐ Guardianship of a minor → Part 5

☐ Guardianship authorization letter

☐ Conservatorship → Conservatorship form

☐ Child protective services (CPS) case

Protection & Enforcement:

☐ Restraining order → Domestic Violence form

☐ Request for order / order to show cause

☐ Enforce an order (contempt)

☐ Modify an existing order → Part 9



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☐ Wage garnishment / earnings assignment ☐ Collect unpaid support → Debt Collection form

1.1 In your own words, what is happening and what would you like to accomplish? _____

PART 2 — OTHER PEOPLE INVOLVED

Name	Relationship to You	City / State	Phone (if known)	Has a Lawyer?

2.1 Your relationship status with the other parent / spouse:

☐ Married ☐ Registered domestic partners ☐ Divorced
☐ Separated ☐ Never married ☐ Not applicable

Date of marriage / registration: _____ Date of separation: _____

PART 3 — CHILDREN

Child's Name	Date of Birth	Parents	Lives With	State Lived In (last 6 months)

3.1 Does any child have special medical, educational, or emotional needs? ☐ Yes ☐ No

If yes, explain: _____

3.2 Is any child a member of, or eligible for membership in, a Native American tribe? ☐ Yes ☐ No



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Special federal and state rules (ICWA) apply to custody, guardianship, and adoption of Native American children.

PART 4 — EXISTING CASES & ORDERS

Court / County / State	Case Number	Type of Case	Status / Next Date

4.1 Have you been served with papers in a family law case? ☐ Yes ☐ No

If yes — date served and response deadline: _____

4.2 Has the other party been served with papers you filed? ☐ Yes ☐ No

PART 5 — GUARDIANSHIP OF A MINOR

5.1 Child's name and age: _____ Your relationship: _____

5.2 Where are the parents, and why can't they care for the child? _____

5.3 Parents' position:

☐ Both parents consent

☐ One parent consents

☐ Parents object

☐ Parent(s) deceased

☐ Parent(s) whereabouts unknown

5.4 Type needed:

☐ Guardianship of the person

☐ Guardianship of the estate (child's money / property)

☐ Both

5.5 Is a temporary (emergency) guardianship needed right away? ☐ Yes ☐ No

If yes — why (medical, school, safety): _____

5.6 Has the child lived with you? Since when? ☐ Yes ☐ No

5.7 Is CPS or juvenile court involved with the child? ☐ Yes ☐ No

PART 6 — PATERNITY / PARENTAGE

6.1 Goal:

☐ Establish that I am a parent

☐ Establish that someone else is a parent

☐ Disprove that I am a parent

6.2 Child's name / date of birth: _____

6.3 Was a Voluntary Declaration (Acknowledgment) of Parentage signed? ☐ Yes ☐ No

6.4 Were the parents married when the child was born? ☐ Yes ☐ No



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6.5 Has genetic (DNA) testing been done? ☐ Yes ☐ No

There can be strict time limits to challenge a signed declaration of parentage or a parentage judgment.

PART 7 — GRANDPARENTS' / THIRD-PARTY VISITATION

7.1 Your relationship to the child: _____

7.2 Are the child's parents married and living together? ☐ Yes ☐ No

In many states, grandparents may request visitation only in certain situations, such as when the parents are divorced, separated, or not married, or a parent has died.

7.3 Describe your past relationship and contact with the child, and when contact was stopped: _____

PART 8 — TERMINATION OF PARENTAL RIGHTS

8.1 Parent whose rights would be terminated: _____

8.2 Basis:

☐ Parent consents

☐ Abandonment / no contact

☐ Failure to support

☐ Unfitness

☐ Part of an adoption

8.3 Date of that parent's last contact with the child: _____

Date of last support payment from that parent: _____

PART 9 — MODIFYING OR ENFORCING AN EXISTING ORDER

9.1 Order involved:

☐ Custody / visitation

☐ Child support

☐ Spousal support

☐ Property division

☐ Restraining order

9.2 Date of existing order: _____ Court / Case No.: _____

9.3 What do you need?

☐ Modify — circumstances changed

☐ Enforce — other party not complying

☐ Wage garnishment / earnings assignment

☐ Correct / amend the judgment

9.4 What changed, or how is the order being violated? _____

PART 10 — SAFETY

10.1 Has there been domestic violence, child abuse, or threats? ☐ Yes ☐ No

10.2 Is there a current or past restraining order? ☐ Yes ☐ No

10.3 Are you concerned a child may be taken out of state or out of the country? ☐ Yes ☐ No



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10.4 Are drugs, alcohol, or mental health issues affecting anyone's safety? ☐ Yes ☐ No

If yes to any, explain briefly (we will discuss details privately): _____

PART 11 — DOCUMENT CHECKLIST

Please provide copies of the following, if available. Check each item you are including.

- | | |
|---|--|
| ☐ Papers filed or served | ☐ Existing court orders / judgments |
| ☐ Marriage / partnership certificate | ☐ Children's birth certificates |
| ☐ Declaration of parentage / DNA results | ☐ Marital settlement agreement |
| ☐ Restraining orders / police reports | ☐ CPS / juvenile court documents |
| ☐ Income & expense information | ☐ Communications with the other party |

Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating my family law matter.

Signed and dated this ____ day of _____, 20__

Signature: _____

Print Name: _____

Please Print and Email to STEVE@STEVEMUELLERLEGAL.COM, or
save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.