Client Onboarding Form

Getting Started: Your Legal Journey Begins Here

Full Name _____ **Date** _____

Is this matter in court? ☐ No ☐ Yes **If yes, court date is on?** _____

Is there an Urgent Issue? (select below)

- ☐ Withholding of a child (either you or the other party)
- ☐ Criminal charges
- ☐ Served with an Order made in your absence
- ☐ Depleting assets
- ☐ Upcoming Court Date

What issues are currently active in your matter? (check all that apply)

- ☐ Parenting/Decision-making
- ☐ Equalization of marital assets
- ☐ Division of common law assets
- ☐ Child support
- ☐ Spousal support
- ☐ Cohabitation Agreement/Marriage Contract ("Pre-Nup")
- ☐ A children's aid service is involved but has not started a proceeding

What kind of matter is this? (to the best of your knowledge)

- ☐ I am looking for information about separation
- ☐ I have separated and my matter is amicable, looking for separation agreement
- ☐ I have significant concerns about my separation, I think I might have to go to Court
- ☐ I have been served with Court paperwork
- ☐ I have received a letter from a lawyer representing my spouse
  if so, please provide name of the lawyer _____
- ☐ I am going to be moving in with my partner and/or I am getting married and I want to have a Marriage Contract/Cohabitation Agreement
- ☐ There aren't any issues left in my separation, I just want to file for a simple divorce
- ☐ I am involved in a case with a Child Protection Agency (Family and Child Services, Children's Aide, etc.)
- ☐ I have received a notice from the Family Responsibility Office
- ☐ I don't know what I need

Some information is essential for your case. If you don't have access to certain details, it may create challenges. Please let us know if any of these might relate to you.

- ☐ I don't know where my spouse lives
- ☐ I don't have any contact information for my spouse
- ☐ My spouse lives in a different country:
- ☐ I haven't done my taxes since
- ☐ I don't have access to my Notice's of Assessment
- ☐ I am criminally charged - with _____

Getting to Know You

Your Information:		**Other Party:**	
Name:		Name:	
Address:		Address:	
Phone:		Phone:	
Date of Marriage:		Date of Birth:	
Date of Cohabitation:		Other Name(s):	
Date of Separation:		Employment:	
Date of Birth:		Salary:	
Other Name(s):			
Employment:			
Salary:			
Length in current city:			

Child 1:		**Child 2:**		**Child 3:**	
Name:		Name:		Name:	
DOB:		DOB:		DOB:	
Grade:		Grade:		Grade:	
School:		School:		School:	
Lives with:		Lives with:		Lives with:	

Your Belongings and Property

Matrimonial Home				
Rental Property:				
Purchase Date				
Title:	☐	Joint	☐	Sole
Intention:	☐	Sale	☐	Buy-Out
RRSP'S:				
Pension:				

Which lawyer would you like to meet with?

☐ Andrew Lequyer ☐ Jessie Nabuurs ☐ Either

Are you using Legal Aid? (If so, you must have your Legal Aid certificate ready before your appointment.)

☐ Yes ☐ No

Court File Number, if Applicable:	
Court Location:	
LAO Certificate #:	
LAO Client #:	