



FAMILY LAW

The initial call in a family law case requires a delicate balance of empathy and efficient information-gathering. This "Family Law Intake Scripts" guide from Attorney Assistant provides your team with a structured framework for these sensitive conversations.

It ensures you compassionately and methodically collect all essential details for matters like divorce, custody, and support, setting a professional and supportive tone from the very first client interaction.



1 Marriage / Divorce

1. Personal Information:

- Full names of both parties involved in the divorce.
- Contact details for each party, including phone numbers, email addresses, and home addresses.
- Preferred method of communication for each party.

2. Marriage Information:

- Date and location of the marriage.
- Current residential address of both parties.
- If applicable, the date of separation.

3. Children:

- Names and ages of any children from the marriage.
- Current living arrangements for the children.
- Any existing custody or visitation arrangements.

4. Grounds for Divorce:

- What are the grounds for seeking a divorce? (e.g., irreconcilable differences, adultery, abandonment, cruelty)
- Are both parties in agreement regarding the grounds for divorce?

5. Assets and Debts:

- Briefly describe the marital assets, including properties, vehicles, bank accounts, investments, and retirement accounts.
- Are there any significant debts or liabilities accumulated during the marriage?

6. Financial Information:

- Provide an overview of both parties' income, including employment details and any additional sources of income.
- Are there any concerns about spousal support or alimony?

7. Children's Issues:

- What are your preferences regarding child custody and visitation arrangements?
- Are there any specific concerns or disputes regarding the children's wellbeing, education, or healthcare?

8. Legal History:

- Have either party consulted with any other attorneys regarding the divorce?
- Have any legal actions been taken by either party, such as filing for separation or divorce?

9. Safety Concerns:

- Are there any concerns about domestic violence, abuse, or the safety of any family members?

10. Client Questions:

- Do you have any questions or concerns about the divorce process, legal fees, or potential outcomes?

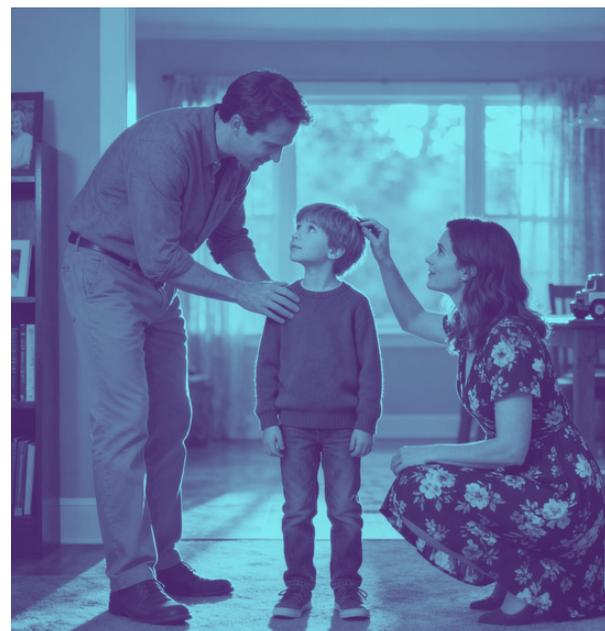
2 Child Custody

1. Personal Information:

- Full names of the parents involved in the child custody case.
- Contact details for each parent, including phone numbers, email addresses, and home addresses.
- Preferred method of communication for each parent.

2. Child Information:

- Full names and ages of the children involved.
- Current living arrangements for the children.
- Are there any existing custody or visitation orders in place?



3. Reason for Seeking Legal Assistance:
 - What specific child custody issues or concerns are you facing?
 - Can you briefly describe the circumstances leading to the need for legal assistance?
4. Current Parenting Arrangements:
 - Describe the current custody or visitation arrangements, if any.
 - How are the parental responsibilities and decision-making shared between the parents?
5. Desired Custody Arrangement:
 - What are your preferences for the custody arrangement?
 - Are you seeking sole custody, joint custody, or a specific visitation schedule?
6. Child's Best Interests:
 - How do you believe your desired custody arrangement serves the best interests of the child/children?
 - Are there any specific factors or considerations you would like to highlight regarding the child's well-being, education, or healthcare?
7. Parenting History:
 - Describe each parent's involvement in the child's life, including caregiving responsibilities and past or present disputes related to parenting.
 - Are there any concerns about the other parent's ability to care for the child?
8. Safety Concerns:
 - Are there any concerns about the safety or welfare of the child/children in the care of the other parent?
 - Have there been any incidents of domestic violence or abuse?
9. Legal History:
 - Have either parent consulted with any other attorneys regarding the child custody matter?
 - Have any legal actions been taken by either parent, such as filing for custody or modifying existing custody orders?
10. Client Questions:
 - Do you have any questions or concerns about the child custody process, legal fees, or potential outcomes?



3 Child Support

1. Personal Information:
 - Full names of the parents involved in the child support case.
 - Contact details for each parent, including phone numbers, email addresses, and home addresses.
 - Preferred method of communication for each parent.
2. Child Information:
 - Full names and ages of the children involved.
 - Are there any existing child support orders in place?
3. Reason for Seeking Legal Assistance:
 - What specific child support issues or concerns are you facing?
 - Can you briefly describe the circumstances leading to the need for legal assistance?
4. Custody and Parenting Time:
 - Describe the custody arrangement and parenting time schedule currently in place.
 - Are there any disputes or concerns related to the parenting time arrangement?
5. Financial Information:
 - Provide an overview of each parent's income, including employment details and any additional sources of income.
 - Are there any concerns about the other parent's financial resources or ability to contribute to child support?

6. Child's Expenses:

- Identify and quantify the child's current and anticipated expenses, including education, healthcare, extracurricular activities, and childcare costs.

7. Child Support Calculation:

- Is there an existing child support order that needs to be modified, or is this a new case?
- Are you familiar with the child support guidelines in your jurisdiction?
- Do you have any information about the other parent's income and financial situation?

8. Financial Documentation:

- Have you gathered any financial documents, such as income statements, tax returns, or pay stubs, that could be relevant to the child support case?

9. Legal History:

- Have either parent consulted with any other attorneys regarding the child support matter?
- Have any legal actions been taken by either parent, such as filing for child support or modification of existing child support orders?

10. Client Questions:

- Do you have any questions or concerns about the child support process, legal fees, or potential outcomes?



4 Adoption

1. Personal Information:

- Full names of the prospective adoptive parents.
- Contact details for each parent, including phone numbers, email addresses, and home addresses.
- Preferred method of communication for each parent.

2. Adoption Type:

- What type of adoption are you considering? (e.g., domestic adoption, international adoption, stepparent adoption, relative adoption)
- If applicable, provide details about the child you are seeking to adopt (age, gender, specific characteristics, etc.).



3. Adoption Agency or Facilitator:
 - Have you already engaged an adoption agency or facilitator? If yes, provide their contact information.
 - If not, would you like assistance in finding a reputable adoption agency or attorney?
4. Motivation and Background:
 - Why have you decided to pursue adoption?
 - Have you considered any other options, such as fertility treatments or surrogacy?
5. Adoption Preferences:
 - Are there any specific preferences or criteria you have for the child you wish to adopt? (e.g., age range, ethnicity, special needs, sibling groups)
 - Have you thought about open adoption (maintaining contact with birth parents) or closed adoption (limited or no contact with birth parents)?

6. Adoption Home Study:

- Have you started the adoption home study process? If yes, provide details and contact information of the home study agency or professional.
- If not, would you like assistance in finding a qualified home study provider?

7. Legal Considerations:

- Are you aware of the legal requirements and procedures for adoption in your jurisdiction?
- Have you researched any potential legal obstacles or challenges specific to your situation?

8. Financial Planning:

- Have you considered the financial implications of the adoption process, including adoption agency fees, legal fees, travel costs (for international adoption), and post-adoption expenses?
- Are you aware of any financial assistance or adoption grants available to you?

9. Timeline and Expectations:

- What is your anticipated timeline for completing the adoption process?
- Are there any specific expectations or concerns you have regarding the adoption journey?

10. Client Questions:

- Do you have any questions or concerns about the adoption process, legal requirements, or potential outcomes?