

DOMESTIC WORKSHEET

This form is designed to give us information from which to draft a complaint, answer, settlement proposals and other documents which the court requires be filed in conjunction with domestic relations cases. Not all questions will apply in all cases, but please fill out the form as completely as possible, even if you may have included the information on other documents.

A. CLIENT INFORMATION (all cases):

Full Name: (Mr. or Mrs.) _____

Maiden/Prior Name (if applicable) _____

Residence Street Address: _____

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

Home Phone No.: _____ Cell No.: _____ Other: _____

Mailing Address: _____

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

Date of Birth: _____ City and State of Birth: _____

#of times Married: _____ Race: _____ Social Security # _____

Employer: _____

Business Address: _____

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

Business Phone: _____ Monthly Gross Income: \$ _____ Commission (Yes/No) _____

How do you get paid: Hourly \$ _____ Salary \$ _____

How frequently are you paid: Weekly _____ Bi-weekly _____ Other: _____

B. OTHER PARTY INFORMATION (Spouse, other parent of child in issue)(all cases):

Full Name: (Mr. or Mrs.) _____

Maiden/Prior Name (if applicable) _____

Residence Street Address: _____

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

Home Phone No.: _____ Cell No.: _____ Other: _____

Mailing Address: _____

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

Date of Birth: _____ City and State of Birth: _____

#of times Married: _____ Race: _____ Social Security # _____

Employer: _____

Business Address: _____

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

Business Phone: _____ Monthly Gross Income: \$ _____ Commission (Yes/No) _____

How is other party paid: Hourly \$ _____ Salary \$ _____

How frequently is other party paid: Weekly _____ Bi-weekly _____ Other: _____

Name and Address of Other Party's Attorney (if known): _____

If this is a divorce, does the wife desire to have her maiden or prior name restored at the time of the finalization of this case? If so, please state the FULL name (including middle name) as it shall appear on the Final Judgment and Decree: _____

C. GENERAL INFORMATION:

City / State / County of Marriage: _____

Date of Marriage: _____ Date of Separation: _____

If already divorced or a prior order exists, in which county and state was the prior decree/order?

_____ what was the date _____

Is either party in the military (specify) _____

Which party left the family residence? _____

Reason(s) for Divorce: (check all that apply)

_____ Irretrievably Broken _____ Adultery _____ Cruel Treatment

_____ Habitual Intoxication _____ Habitual Drug Use _____ Desertion

Other: _____

D. CHILDREN:

Children from THIS marriage/relationship:

Full Name	M or F	Date of Birth	Age	Resides With

Wife's Children from prior or subsequent marriage/relationship:

Full Name	M or F	Date of Birth	Age	Resides With

Does the Wife PAY child support for any children? If so, please list the court, date of order and amount of child support paid _____

Does the Wife RECEIVE child support for any children? If so, please list the court, date of order and amount of child support paid _____

Husband's Children from prior or subsequent marriage/relationship:

Full Name	M or F	Date of Birth	Age	Resides With

Does the Husband PAY child support for any children? If so, please list the court, date of order and amount of child support paid _____

Does the Husband RECEIVE child support for any children? If so, please list the court, date of order and amount of child support paid _____

E. CHILD SUPPORT (all cases involving children)

As of January 1, 2007, the new child support guidelines became effective in the State of Georgia. Child support is based upon the income of both parents. The shared income approach is based upon a utilization of a rate table, which establishes a base number that in theory is sufficient to meet the child's or children's needs. The following questions will allow for us to compute child support for your case in accordance with the new child support guidelines.

Mother's gross monthly income: _____ Father's gross monthly income: _____

How many children of this marriage/relationship: _____

Are there expenses for extracurricular activities? If so, please state these monthly expenses for each child with specificity: _____

Are there daycare expenses, if so, please list the monthly amount: _____ and which party pays these expenses? _____

Are there extraordinary educational expenses? If so, please explain and provide details of these expenses? _____

Are there extraordinary medical expenses? If so, please explain and provide details of these expenses? _____

Are there special expenses for child rearing such as band, camps, clubs, athletics, etc.? If so, please explain and provide details of these expenses? _____

I. Which party is to be considered the non-custodial parent, or the parent required to pay child support? Husband _____ Wife _____ Neither (shared custody)

If neither, please explain: _____

F. ALIMONY:

Do you desire to make a claim for Alimony _____ Yes _____ No

If yes, please state the reason you feel alimony is needed: _____

G. MEDICAL INSURANCE:

If there is currently health insurance in effect, who carries the coverage for:

Husband: _____ Wife: _____ Children: _____

Once the divorce is final, who will maintain medical insurance for the benefit of:

Husband: _____ Wife: _____ Children: _____

What is the premium amount for the minor children? _____

**Note: children's premiums may not be separated from employee & family.
We must know how much the children's premiums will be *without* the spouse coverage.
This may mean you need to subtract employee only cost from employee + family**

How many children does the premium cover? _____

H. MARITAL RESIDENCE: (At the time of separation)

The marital residence is a:

_____ Rental house or apartment leased in the name of: _____

_____ Purchased home or condominium titled to: _____

Who will be permitted to reside in the residence: _____

Mortgage Company: _____

Address: _____

Phone Number: Account No. _____

Estimated Fair Market Value: _____

Payoff Amount of the mortgage? _____

If the home was purchased, is the legal title to be transferred to: _____

If the residence is to be sold, which party shall continue to reside in the home until sold:

_____ Wife _____ Husband _____ Both
Proceeds of the sale of the marital residence to be divided how? _____

Other Real Estate:

Description _____ Titled in the name of: _____

Mortgage Company: _____

Address: _____

Phone Number: Account No. _____

Estimated Fair Market Value: _____

Payoff Amount of the mortgage? _____

I. VEHICLES. PERSONAL AND MARITAL PROPERTY:

Vehicles: Please include automobiles, trucks, boats, RV's, motorcycles, ATV's, etc.

Year	Make	Model	Titled To	Value	Amount Owed	Who receives?

Separate property is any property that you acquired before the marriage, any gifts specifically given to you, things you inherited and any personal items such as clothing. Please list personal property other than clothing below:

Wife's Separate Property:

Husband' Separate Property:

J. PERSONAL AND MARITAL DEBTS:

List all debts which the parties are required to pay and indicate whether the debt is in the name of the Husband, the Wife or joint names.

CREDITOR:	ACCOUNT #	BALANCE:	PAYMENT	H/W/JOINT DEBT

K. INCOME TAXES:

How have you and your spouse filed income tax returns in the past? Joint Separate

How do you plan to file tax returns for this year? Joint Separate

Refunds are to be paid to: Husband Wife Split Equally

Do either of you owe taxes: _____

Owed by: Husband Wife Joint

Georgia State Tax: Year _____ Amount owed: \$ _____ Monthly payment: \$ _____

Federal Tax: Year(s) _____ Amount owed: \$ _____ Monthly payment: \$ _____

Who will pay taxes: _____

If there are children of this marriage, which party shall be permitted to claim the child/children on their personal income tax returns? Husband Wife Switch off every other year

Or each party will claim one or more children as follows:

Husband Claim _____ Wife Claim _____

L. BANK ACCOUNTS AND INVESTMENTS:

Please list all accounts which need to be divided and specify whose name the account is in as well as which party will be entitled to the balance in the account once the divorce is finalized (H=Husband, W=Wife, J=Joint). Accounts should include but not be limited to checking and savings accounts, money markets, IRA, 401k, Stock, Bonds, CD's and Pension plans:

Type of Acct.	Account #	Balance	Whose Acct	Who receives?

Please note: If funds - usually a 401(k) or pension are being transferred by means of a Qualified Domestic Relations Order (QDRO), additional fees will be assessed.

M. LIFE INSURANCE

Company	Amount	On whose life	Beneficiary	Whole or Term

N. ATTORNEY’S FEES/OTHER

Are you seeking an award of attorney fees from your spouse? Please specify the basis of your request _____

Please list any other information below which has not been covered above that needs to be incorporated into your agreement: _____

O. REQUIRED DOCUMENTS:

- a. Last 3 years of tax returns
- b. Current pay check stub
- c. Settlement Statements, Warranty Deeds, etc. for any real property owned or mortgaged
- d. Recent credit card statements
- e. Recent checking/savings statements
- f. Documentation regarding any IRA, Pension or other retirement or investment plans.
- g. Copies of any Life Insurance Policies
- h. Copies of any police reports regarding any criminal action for you or the opposing party.
- I. Copies of any past orders regarding the child at issue in this case or which order support for any other child of the parties
- j. documentation showing the cost of day care or insurance for children