

The Law Office of D. Cole Phelps, PLLC

INFORMATION SHEET FOR AN ABSOLUTE DIVORCE

For “uncontested” divorces or “agreed to” separation agreements, Attorney Phelps can quote you a fixed fee; for other services, fees are generally charged on a time basis. Fees quoted are representative of similar cases, but are, nevertheless, estimated and depend upon the amount of work involved to bring your case to a conclusion. This will be explained by Attorney Phelps and in your retainer agreement with him. After consulting with him, if you find you do not need a lawyer or do not now wish to retain him, you will forfeit the \$100.00 consultation fee which is payable prior to your visit. This information sheet and the attorney’s notes will be retained for future use if you later decide to retain Attorney Phelps.

An “initial consultation” is designed to give you, the client, an opportunity to determine whether the attorney has the skills to resolve the presenting problem and for you to see if you feel “comfortable” with the attorney’s personality and style. In most cases (i.e., cases of a routine nature not requiring significant legal research), the consultation will include advice on options you might pursue to resolve the presenting issue. The initial consultation fee does not cover “out of office” contacts, including placing telephone calls, drafting correspondence, etc. If you wish Attorney Phelps to perform such services for you during the initial consultation period, then you will be billed at his standard hourly rate for such services. Fees will be quoted to you before any such “out of office” contacts are made.

DATE: _____

YOUR FULL LEGAL NAME: _____

HOME PHONE # (do not list if you do not want us to call):

CELL PHONE #: _____ OTHER PHONE #: _____

EMAIL ADDRESS: _____

SOCIAL SECURITY #: _____ BIRTHDATE: _____

PREFERRED MAILING ADDRESS:

COUNTY OF RESIDENCE: _____ HOW LONG? _____

NAME OF YOUR EMPLOYER: _____

TITLE/POSITION: _____

EMPLOYER ADDRESS: _____

HOW WERE YOU REFERRED TO OUR OFFICE?

(phonebook, website, internet, word of mouth, other):

List all that apply: _____

Was there a specific person or business who referred you that we may thank? _____

HUSBAND'S INFORMATION:

Husband's Full Legal Name: _____

Husband's Address: _____

Is Husband a current member or was he a former member of the Military? If so, what branch?

County of Husband's Residence: _____ State: _____

Length of time at this address: _____

Husband's Phone Number: _____

Husband's Birth Date: _____ Husband's SSN: _____

WIFE'S INFORMATION:

Wife's Full Legal Name: _____

Does Wife want to resume maiden name? (YES or NO) _____

Maiden Name: _____

Wife's Address: _____

Is Wife a current member or was she a former member of the Military? If so, what branch?

County of Wife's Residence: _____ State: _____

Wife Length of Time at this address: _____

Wife's Phone Number: _____

Wife's Birthdate: _____ Wife's SSN: _____

INFORMATION REGARDING MARRIAGE:

Date of Marriage: _____

County and State Marriage Occurred: _____

Date of Separation (exact date required): _____
(*this is the date that you began living separate and apart not in the same residence*)

Did you and Spouse sign a Separation Agreement (If yes, please provide a copy)? _____

Full Name of all Children born to this marriage and date of birth:

1. _____ Date of Birth _____ Age _____

2. _____ Date of Birth _____ Age _____

3. _____ Date of Birth _____ Age _____

Does opposing party need to be served by Sheriff? _____
(If YES, additional fees apply)

Are there any pending spousal support (Alimony / Post separation support) or property distribution (Equitable Distribution) issues remaining?

_____ Yes _____ No

Are there any pending child custody or child support issues remaining?

_____Yes _____No

Has there been any lawsuits/litigation regarding divorce or child custody in the past?

PRIVACY POLICY REGARDING SOCIAL SECURITY NUMBERS

Social Security information will only be used in the event you hire the firm to represent you in your legal matter, and then only when necessary in limited use during your case.

- Social Security numbers are collected by the law firm from the client and all clients provide such information to the firm in writing.
- Social Security numbers are most often used to positively identify parties. Some uses may include initial service, in court orders, in orders to withhold wages for child support, in required reports filed with the State of North Carolina, or to obtain retirement information used to divide retirement benefits. Most courts require Social Security numbers of all parties.
- All information received from a client is confidential. Numbers are not released from the firm unless authorized by the client or required during representation as previously stated herein.
- The employees of the firm have access to this personal information.
- Every step is taken to protect your privacy. This information is kept secure within the offices of the firm in file folders and file drawers until such time that the file information is closed, and the file removed to storage in a locked, on-site storage facility. Files will eventually be shredded after the time designated by the State Bar requirement for maintaining the records has expired.

I acknowledge that I have read the above privacy information provided by The Law Office of D. Cole Phelps, PLLC regarding use of my Social Security number.

Signature

Date