

**DISSOLUTION INTAKE FORM**  
**PLEASE FILL THIS FORM OUT AS COMPLETELY**  
**& ACCURATELY AS POSSIBLE**

Date of Initial Consultation: \_\_\_\_\_

**PERSONAL INFORMATION ABOUT YOURSELF**

1. Your full name: \_\_\_\_\_  
First, middle, last

2. Current home address (listing street, city, county, state and zip code):  
\_\_\_\_\_  
\_\_\_\_\_

How long have you lived in that county? \_\_\_\_\_

How long have you lived in Missouri? \_\_\_\_\_

Give mailing address if mail is to be directed to address other than home address (listing street, box number, city, county, state and zip code):

\_\_\_\_\_  
\_\_\_\_\_

3. Telephone numbers: Work: \_\_\_\_\_ Home: \_\_\_\_\_  
Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

4. Date of birth: \_\_\_\_\_ Current Age: \_\_\_\_\_

Place of birth: \_\_\_\_\_ Race: \_\_\_\_\_

5. Your Social Security Number: \_\_\_\_\_

6. Highest grade in school you completed? \_\_\_\_\_

7. Have you been a resident of this state continuously for the past 90 days? \_\_\_ Yes \_\_\_ No

8. Number (with date) of previous marriages terminated:

By death \_\_\_\_\_ By legal action \_\_\_\_\_

9. Name and address of your employer: \_\_\_\_\_

10. Your job title: \_\_\_\_\_

Your annual gross pay: \_\_\_\_\_

How are you paid (weekly, bi-weekly, monthly, etc.)? \_\_\_\_\_

What is your weekly, bi-weekly or monthly gross income? \_\_\_\_\_

**PERSONAL INFORMATION ABOUT YOUR SPOUSE**

1. Spouse's full name: \_\_\_\_\_  
First, middle, last

2. Current home address (listing street, city, county, state and zip code):

How long has your spouse lived in that county? \_\_\_\_\_

How long has your spouse lived in Missouri? \_\_\_\_\_

Give mailing address if mail is to be directed to address other than home address (listing street, box number, city, county, state and zip code):

3. Telephone numbers: Work: \_\_\_\_\_ Home: \_\_\_\_\_

4. Date of birth: \_\_\_\_\_ Current Age: \_\_\_\_\_

Place of birth: \_\_\_\_\_ Race: \_\_\_\_\_

5. Spouse's Social Security Number: \_\_\_\_\_

6. Highest grade in school your spouse completed? \_\_\_\_\_

7. Has your spouse been a resident of this state continuously for the past 90 days?

\_\_\_\_\_ Yes \_\_\_\_\_ No

8. Number (with date) of previous marriages terminated:

By death \_\_\_\_\_ By legal action \_\_\_\_\_

9. Name and address of spouse's employer:

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10. Job title: \_\_\_\_\_

Gross annual pay: \_\_\_\_\_

How are they paid (weekly, bi-weekly, monthly, etc.)? \_\_\_\_\_

What is the weekly, bi-weekly or monthly gross income? \_\_\_\_\_

**FACTS ABOUT YOUR MARRIAGE**

1. Date of marriage: \_\_\_\_\_

2. Where were you married? (list city, county and state):

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3. Where did you apply for your marriage license? (list city, county and state):

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4. Wife's maiden name: \_\_\_\_\_

5. Are you currently living with your spouse? \_\_\_\_\_

If not, what was the date of separation? \_\_\_\_\_

6. Is the wife currently pregnant? \_\_\_\_\_ If so, what is the expected birth date? \_\_\_\_\_

**GENERAL INFORMATION**

1. Do you feel that there is any reasonable likelihood that your marriage can be preserved?

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2. Please state the basic problem(s) which causes you to consider dissolving your marriage:

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3. What has your spouse done to cause this marriage to be irretrievably broken?

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4. What might your spouse possibly accuse you of as causing the marriage to be irretrievably broken?

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5. Has either spouse filed a Petition for Dissolution of this marriage before? \_\_\_\_\_

6. If so, please state when and where; the final disposition; and the attorneys who represented each party:

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7. Are you asking for maintenance (alimony)? \_\_\_\_\_

If so, how much per month? \_\_\_\_\_

8. Are you asking for attorney's fees? \_\_\_\_\_

9. Is wife asking for restoration of maiden name? \_\_\_\_\_

If so, what name? \_\_\_\_\_

10. Do you need a court order for your support while this suit is pending? \_\_\_\_\_

11. Do you feel you need a court order to keep your spouse from bothering you, entering the family home or disposing of property during the time this suit is pending? \_\_\_\_\_

### **JURISDICTIONAL INFORMATION**

1. Has your spouse already filed for divorce? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. Have you been served with a Summons & Petition? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, what date were you served \_\_\_\_\_

3. In what county was the action for dissolution of marriage filed? \_\_\_\_\_

4. If you have minor children, did your spouse move the children from your present residence to the county in which he/she filed for divorce? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Was the move to the county of filing made less than 90 days from the date that the petition for dissolution of marriage was filed? \_\_\_\_\_ Yes \_\_\_\_\_ No
6. If your last two answers were yes, do you want to proceed with the divorce in the county where your spouse filed or do you wish to have the dissolution action transferred to the county where you reside and your spouse formerly resided? \_\_\_\_\_ Yes \_\_\_\_\_ No

**CHILDREN**

1. Were there any children born of this marriage? \_\_\_\_\_ Yes \_\_\_\_\_ No

**IF NOT, PLEASE SKIP TO THE PROPERTY, INCOME & EXPENSE SECTION**

If so, please state the name (s), address (es), date (s) of birth, social security number, and sex:

Full Name	Address	Date of Birth	Social Security #	Sex	Age

2. Who are the minor child (ren) living with now? \_\_\_\_\_

3. Which parent have the child (ren) primarily resided with for 60 days immediately preceding the filing of the petition for dissolution of marriage or legal separation?

\_\_\_\_\_ Mother \_\_\_\_\_ Father

\_\_\_\_\_ Both \_\_\_\_\_ Other

4. Please describe the custodial arrangement for each child for the 60 days prior to the filing of the petition for dissolution of marriage?

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5. If the children are old enough to express a preference, have they expressed a preference as far as who they wish to live with?

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6. Amount of child support you desire to receive or pay? \_\_\_\_\_

7. Are any of your children in college or a post-secondary institution? If so, please list their names and what college they attend and what year they are in school?

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**RELIEF SOUGHT**

1. Are you seeking custody of the child(ren)? \_\_\_\_\_

2. Are you asking for child support? \_\_\_\_\_

If so, how much per month? \_\_\_\_\_

3. Are you asking for visitation rights with the child(ren)? \_\_\_\_\_

4. Do you need a court order for the children's support while this suit is pending? \_\_\_\_\_

5. Have there been any agreements concerning custody, child support or maintenance?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If so, please state the terms agreed upon:

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**PARENTING PLAN**

Please fill this section out to the best of your ability if minor children are involved. Your attorney or her/his support staff will go over this section with you in detail either at your initial consultation or on a subsequent meeting.

**PHYSICAL CUSTODY & VISITATION**

1. Custody

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2. Visitation

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3. Holidays

Holiday	Husband	Wife	Year (Odd or Even)
New Years			
Easter			
Memorial Day			
Fourth of July			
Labor Day			
Halloween			
Thanksgiving			
Christmas			

4. School Holidays:

How do you propose school holidays should be divided between you and your spouse?

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5. How do you propose the child(ren)'s birthday should be shared?

Child & Date of Birth	Mother	Father	Year (Odd or Even)

6. Please describe how the child(ren)'s weekday and weekend schedules with respect to custody and visitation should be?

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.

7. Please describe how the child(ren)'s winter, spring, summer and other vacations should be spent?

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8. Please describe when and how the child(ren) will be transferred between both parents?

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9. Please set forth a plan for sharing transportation duties associate with the residential schedule?

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10. Please set forth the times that you feel are appropriate for telephone access to the child(ren)?

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11. Please set forth the method by which one parent should notify the other parent that they are requesting a temporary variation from the residential schedule?

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12. Please set forth any suggested restrictions or limitations on access of the child(ren) to the other party? What reasons do you have for requesting such a restriction?

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**LEGAL CUSTODY**

1. How should decision-making rights and responsibilities be shared between you and your spouse with respect to the child(ren)?

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2. How should education decisions be made?

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3. How should school information be communicated between you and your spouse after the divorce?

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4. How should medical, dental, and health care decisions be made?

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5. How should health care providers be selected?

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6. How do you propose communicating medical information to your spouse?

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7. How should emergency care be provided?

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8. How should extracurricular activities be chosen?

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9. What method do you suggest to determine which activities the child(ren) will participate in when those activities involve time during which both parents have custody?

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10. Who should be your child(ren)'s child care provider?

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11. How should the child care provider be selected?

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12. How should communication issues, such as telephone access, be handled?

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13. What method of dispute resolution would you suggest be used when the parties disagree on a particular issue or if the parties have a disagreement when interpreting the parenting plan?

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**EXPENSES OF THE CHILD(REN)**

1. What is your plan to insure that the child care, educational and extraordinary expenses of your child(ren) are paid?

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2. How much do you feel child support should be set at? Why?

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3. Who should provide the health insurance? Why?

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4. How should uninsured medical expenses be paid? Why?

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5. Who should pay educational expenses? Why? How should they pay for the educational expenses

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6. Are there any extraordinary expenses for your child(ren), i.e., orthodontia, camps, tutors, health problems, enrichment programs, etc.? Why? Who should pay for the extraordinary expenses? Why?

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7. Who should pay for the child care expenses, if any? Why? How should they pay for the child care expenses?

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8. Who should pay for the cost of transportation of the child(ren)? Why?

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**IN THE CIRCUIT COURT OF \_\_\_\_\_ COUNTY, MISSOURI**

In Re the Marriage of:

Case No.

**STATEMENT OF MARITAL AND NON-MARITAL PROPERTY AND LIABILITIES OF:**

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Instructions: This form must be completed in full by each party as provided in Local Rule 68.4. If additional space is required, add a page indicating the section number and supply all information requested. Show only dollar amounts, rounding to the nearest dollar. Failure to submit this form in compliance with Local Rule 68.4 may result in the prohibition of the presentation of affirmative evidence of the information recited herein.

**I. MARITAL PROPERTY\***

\*Marital property means all property acquired by either spouse subsequent to the marriage except:

1. Property acquired by gift, bequest, devise, or descent;
2. Property acquired in exchange for property acquired prior to the marriage or in exchange for property acquired by gift, bequest, devise, or descent;
3. Property acquired by a spouse after a decree of legal separation;
4. Property excluded by a valid written agreement of the parties; and
5. The increase in value of property acquired prior to the marriage or pursuant to subdivisions (1) and (4) above, unless marital assets, including labor, have contributed to such increases and then only to the extent of such contributions.

<b>A. REAL ESTATE</b> - List interest in real estate, including leaseholds. Include address, legal description, name of mortgagor(s), lessor(s).	<b>VALUE</b>	<b>DEBT</b>	<b>EQUITY</b>	<b>AWARD TO</b>	<b>CURRENT POSSESSION</b>

<b>B. MOTOR VEHICLES</b> - Include all automobiles, boats, trailers, aircraft, recreational vehicles and campers. List year, make, model, vehicle identification number and names or mortgagors.	<b>Value</b>	<b>Debt</b>	<b>Equity</b>	<b>Award To</b>	<b>Current Possession</b>
<b>C. BANK ACCOUNTS</b> - List all checking and savings accounts, time deposits, money market certificates, etc., held in your name alone or in your name and another person. Give the name of the institution, the names on the accounts and the account number.					
<b>D. CASH ON HAND.</b>					







<b>H. RETIREMENT, PENSION AND/OR PROFIT SHARING.</b> List name of the company, the person holding the interest, the percentage vested, the present total value.	<b>Value</b>			
<b>I. INTEREST IN TRUST.</b> List any interest in a trust. Give name of the trust, name of the trustee, settlor, beneficiaries, nature of the interest you have in the trust and attach to this statement a copy of the trust instrument.				
<b>J. INTEREST IN CONTRACTS MADE AND NOT PERFORMED.</b> List the parties to the contract, your interest in the contract and the expected date of performance, if any.				

<b>K. INTEREST IN PENDING LITIGATION OR SUIT NOT YET FILED.</b>					
<b>L. INTEREST IN FARM EQUIPMENT, CROPS, ANIMALS.</b> List the nature of the property and location.					
<b>M. DEBTS OWED TO YOU BY OTHERS.</b> List the name of the debtor, any security, date of loan and due date, if any.					
<b>N. INTERESTS IN SOLE PROPRIETORSHIPS, PARTNERSHIPS, OR JOINT VENTURES.</b> List the percent interest you hold. Attach copy of any partnership or joint venture agreement.					







IN THE CIRCUIT COURT OF \_\_\_\_\_ COUNTY, MISSOURI

In Re the Marriage of:

Case No.

INCOME AND EXPENSE STATEMENT OF

(Statement to be current within 15 days of hearing)

I. MY INCOME

A. Gross Wages or Salary and Commissions Paid To Me each Pay Period: \$
PAID: Weekly \_\_\_\_\_ Bi-Weekly \_\_\_\_\_ Semi-Monthly \_\_\_\_\_ Monthly \_\_\_\_\_

B. MY MONTHLY GROSS WAGES OR SALARY \$

C. My Tax Status Claimed: Single \_\_\_\_\_ Married \_\_\_\_\_ Head/Household \_\_\_\_\_
Number of Persons Claimed as Deductions \_\_\_\_\_

D. PAYROLL DEDUCTIONS EACH PAY PERIOD:

- FICA (Social Security Tax) \$
Federal Withholding Tax \$
State Withholding Tax \$
Medicare \$
City Earnings Tax \$
Union Dues \$
Health Insurance \$
Others: (specify) \$
\_\_\_\_\_ \$

TOTAL DEDUCTIONS each pay period \$

NET TAKE HOME PAY each pay period \$

E. MY TAKE HOME OR NET PAY EACH MONTH: \$

F. ADDITIONAL INCOME: List income from second job, rentals, dividends
Social Security, retirement, V.A., business enterprises, AFDC, annuities,
bonuses and all other sources. (Give monthly average of income from each
source and identify source).

- \_\_\_\_\_ \$
\_\_\_\_\_ \$
\_\_\_\_\_ \$

MY TOTAL AVERAGE MONTHLY GROSS ADDITIONAL INCOME FROM ALL SOURCES \$

G.	MY TOTAL MONTHLY GROSS INCOME FROM WAGES (LINE B) and ADDITIONAL INCOME (Line F)		\$
H.	TOTAL GROSS INCOME FROM MY TAX RETURNS FOR EACH OF THE LAST THREE CALENDAR YEARS (MY SHARE):		
	Year	Income	
	Year	Income	
	Year	Income	
II.	MY SPOUSE'S CURRENT ESTIMATE MONTHLY GROSS INCOME		\$
III.	MY ANTICIPATED EXPENSES (Monthly Average - Itemize)		
A.	Rent or mortgage payments (include home association dues)		\$
B.	Routine repairs of residence		\$
C.	<b>Utilities</b>		
	1. Gas	\$	
	2. Water	\$	
	3. Electricity	\$	
	4. Telephone	\$	
	5. Trash Service	\$	
	6. Water Softener	\$	
	7. Cable TV	\$	
		TOTAL UTILITY EXPENSES	\$
D.	<b>Automobiles</b>		
	1. Gas and oil	\$	
	2. Maintenance	\$	
	3. Tax & License	\$	
	4. Payment of Loan	\$	
		TOTAL AUTOMOBILE EXPENSES	\$
E.	<b>Insurance</b>		
	1. Life	\$	
	2. Health, Accident, and Dental	\$	
	3. Disability	\$	
	4. Homeowners	\$	
	5. Automobile	\$	
		TOTAL INSURANCE EXPENSES	\$
F.	<b>Taxes</b>		
	1. Real Estate (if not in mort. pmt.)	\$	
	2. Personal Property	\$	
	3. Automobile	\$	
		TOTAL TAX EXPENSES	\$
G.	Payments I make on debts as listed on property statement:		\$
H.	Child support I pay to others for children not in my custody and not involved in this proceeding.		\$
I.	Maintenance or alimony paid by me to persons other than my current spouse.		\$
J.	Church and Charitable Contributions.		\$





IF THIS STATEMENT IS SUBMITTED WITH A MOTION TO MODIFY MAINTENANCE OR CHILD SUPPORT, COMPLETE THE FOLLOWING:

- A. The date of the last Order for maintenance and/or child support was \_\_\_\_\_.
- B. At the date of the last Order, the gross monthly income of my former spouse was \$ \_\_\_\_\_.
- C. At the date of the last Order, my gross monthly income was \$ \_\_\_\_\_.
- D. Names and Relationship to me of all persons residing at my residence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. My spouse or cohabitant's current monthly gross income: \$ \_\_\_\_\_.

F. Income each year since modification:

YEAR	Petitioner	Spouse or (Co-Habitant)	Respondent	Spouse or (Co-Habitant)
2006				
2005				
2004				
2003				
2002				
2001				
2000				

STATE OF MISSOURI     )  
                                  ) ss.  
COUNTY OF             )

I certify under penalty of perjury that the above statement is complete, true, and accurate to the best of my knowledge and belief. I am aware of the criminal penalties for perjury and false affidavit under RSMo. 575.040, 575.050 and 575.060, which provide for imprisonment for up to five years and fine up to \$5,000.

\_\_\_\_\_

Subscribed and sworn to before me, a notary public, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: