

UNCONTESTED DIVORCE INTAKE PACKET
How it Works

1. Download intake packet
2. Complete intake packet. **Skip pages 8 through 10 if you do not have children.**
3. Return the intake packet to me, completed, via any of the following:
 - + email: GWL@LinnenbringerLaw.com
 - + fax: 314-238-1250
 - + hand-delivery or mail: 10805 Sunset Office Drive, Suite 300, Sunset Hills, MO 63127
4. After your intake packet is reviewed, I will get back to you with a price quote. If that price quote is acceptable, you'll make payment to initiate the case.
 - + Payment may be done by check, money order, cash, debit, or credit. Payments by credit or debit can be completed online, over the phone, or in person. Please do not mail cash or money orders.
5. Once I have payment, I get to work. You'll have drafts of your paperwork to review within one week, and usually within a few days.
6. Once we have the drafts revised so that they are mutually acceptable to both you and your spouse, we proceed to signing and filing.
7. Once the case is filed, a mandatory 30 day waiting period begins. At the end of the 30 days, I appear in court, pull your file, and present it to the Judge. Once he or she signs, the case is final and the divorce is complete.

Please email any questions you may have regarding the intake packet to: GWL@LinnenbringerLaw.com

Linnenbringer Law
Gerald W. Linnenbringer
10805 Sunset Office Drive, Suite 300
Sunset Hills, MO 63127
314-238-1219
GWL@LinnenbringerLaw.com

YOUR NAME: _____

PHONE: _____

EMAIL: _____

***** FOR WIFE *****

Full Name:

Address:

Date of Birth:

State born in:

Social Security #:

Has Wife lived in Missouri for the past 90 days?

Highest degree in school:

Current employer & employer address:

How many previous marriages has Wife had?

Wife's approximate monthly gross income:

Wife's maiden name:

Does Wife want maiden (or a former) name restored?

***** FOR HUSBAND *****

Full Name:

Address:

Date of Birth:

State born in:

Social Security #:

Highest degree in school:

Has Husband lived in Missouri for the past 90 days?

Current employer & employer address:

How many previous marriages has Husband had?

His approximate monthly gross income:

***** MARRIAGE STATS *****

Date of Marriage:

What city/state you got married in:

What county you registered in:

Date of separation: (not legal separation, just when you stopped living like a married couple):

***** SPOUSAL SUPPORT / MAINTENANCE *****

Will maintenance be paid by either party?

If yes:

1. Which party will pay maintenance:

2. How much maintenance will be paid and at what frequency shall it be paid (ie, \$500 per month)

3. How long will the maintenance obligation last (options are: (a) indefinite, (b) for a period of time (please define the period of time), (c) until a certain event occurs (ie, involuntary job loss of party paying maintenance)?

* Maintenance payments are taxable income for the party receiving the maintenance and a tax write-off for the party paying (ie, Wife pays to Husband \$500 per month maintenance, at the end of the year, Wife will have a \$6,000 tax deduction (\$500/mo x 12 months) and Husband will have \$6,000 income that he'll have to pay taxes on). If you wish to make support payments, but the tax ramifications I've explained are not your intent, please let me know and we'll discuss your options.

This section requests the income and expense information for the **PETITIONER (you) ONLY**. I need this information because the court requires that the filing party (the Petitioner/you) file a Statement of Income and Expense. So while approximates / estimates are fine, I do need this information.

***** YOUR INCOME INFO *****

1. How often are you paid (ie bi-weekly, monthly, etc):
2. What is the gross income (before they take taxes out) for each pay period:
3. What is the net income (what actually ends up in your pocket) for each pay period:
4. Approx. gross income for the year 2015:
5. Approx. gross income for the year 2014:
6. Approx. gross income for the year 2013:

***** POST-DIVORCE LIVING EXPENSES ***** For you only, I do not need expense info for your spouse.

1. Rent / Mortgage expense:

2. Utility bills expense

- Avg. gas bill:
- Avg. electric bill:
- Avg. water bill:
- Avg. sewer bill:
- Avg. trash bill:

3. Car expenses

- Avg. monthly gasoline expense:
- Monthly Car insurance expense:
- Car loan payment:

4. Non-deducted insurance expense (ie, health (if not taken out of paycheck), life insurance, disability, etc)

5. Other expenses

- i. Monthly food expense:
- ii. Monthly clothing expense:
- iii. Monthly prescription drugs, medical care, dental care expense:
- iv. Monthly recreation expense:
- v. Monthly cable television / internet expense:
- vi. Monthly cell phone expense:

6. Any other regular, monthly expenses you may have:

***** PROPERTY INFORMATION *****

1. Real Estate (Homes / Condos / Land / etc)

1. List address for your real estate:
2. How is the real estate titled (ie, H/W together, just Husband, just Wife):
3. Who will take the real estate in the divorce?
4. Will any cash buyout be paid to the party vacating the residence?
+ If so, how much will the cash buyout be?
4. Fair market value of your real estate:
5. Mortgage information:
 - i. Who is mortgage through:
 - ii. What is the balance owed:
 - iii. What is the monthly payment:
 - iv. Who is a named borrower on the mortgage note (ie, H/W together, just Husband, just Wife):
 - v. Will a refinance be required by the party taking the property and mortgage responsibility?
 - vi. How long will refinancing party have to refinance?

2. Vehicles. For vehicles, I need the year, make, and model of each car. I also need to know the agreed-upon approximate value of each vehicle and, if there is a loan secured by the vehicle, who the lender is and how much balance remains.

Example:
2010 Honda Accord
Value: \$10,000
Wells Fargo car loan, balance: \$5,000

- i. Wife's vehicle(s):

- ii. Husband's vehicle(s):

3. Bank Accounts. We need to divide any bank accounts you've acquired during the marriage. Please remember to provide the type of account as well as the last 4 digits of the account number.

Example:
Bank: US Bank
Type: Savings Account
Last 4 digits of account: #1234

1. Are there any joint bank accounts?

a. If yes, please provide the **(1) bank, (2) account type, (3) last four digits of the account number, and (4) who will take each joint account (or if it will be closed, state such)** for each joint bank account:

2. List bank accounts in each party's sole name and provide the **(1) bank, (2) account type, (3) last four digits of the account number:**

4. 401ks, Annuities, Pensions, Etc. We need to divide any retirement accounts and/or investment accounts that you and your spouse may have acquired throughout the marriage.

For all accounts, please provide **(1) who the account is through, (2) account type, (3) the approximate value, (4) the last 4 digits of the account (if available), and (5) how the account will be divided.**

Example:
Institute: Vanguard
Type: 401(k) through Wife's employer, AT&T
Last 4 digits of account: #1234
Approx. Value: \$10,000
How Divided: Wife gets 100%

5. Any other assets you can think of that you'd like listed in the Settlement?

Examples: Businesses, household items, electronics, furniture, etc. Whatever asset you identify, make sure it's specific enough. For example, don't say, Husband takes one TV, Wife takes one TV. That is not specific enough. Need something like, Husband takes 32" Sony TV, Wife takes leather sectional sofa and matching ottoman. Should be able to identify the item from the description in the Settlement Agreement.

***** DEBT *****

Please list all debt that will be divided by the agreement. Please provide:

1. Who is the debtor (H only, W only, H/W jointly, etc)
2. What is the approx. balance
3. What is the monthly payment
4. Who will be responsible for it post-dissolution
5. If credit card, please provide last 4 digits of the account number

Example:

Institute:	Capital One Visa
Type:	Credit Card
Approx. Balance:	\$5,000
Monthly Payment:	\$500
Account Number:	Ending in #0000

***** FOR EACH CHILD PLEASE PROVIDE *****

Full Name:
Address lived last 6 months (if split, indicate both address):

Date of Birth:
State born in:
Social Security #:

Full Name:
Address lived last 6 months (if split, indicate both address):

Date of Birth:
State born in:
Social Security #:

Full Name:
Address lived last 6 months (if split, indicate both address):

Date of Birth:
State born in:
Social Security #:

Full Name:
Address lived last 6 months (if split, indicate both address):

Date of Birth:
State born in:
Social Security #:

Full Name:
Address lived last 6 months (if split, indicate both address):

Date of Birth:
State born in:
Social Security #:

***** CUSTODY *****

1. Who will be the residential parent (address used for child's school district, mailing purposes, etc)?
2. What is the visitation / exchange schedule?

It is easiest to break the schedule down into 14-day increments, like you'll see below. The example is an even split, 7 overnights out of 14 for each parent.

Example of exchange schedule:

Sunday: Father picks children up at 6:00 PM.
Monday:
Tuesday: Mother picks children up from school at 4:30 PM.
Wednesday:
Thursday:
Friday: Father picks children up from school at 4:30 PM.
Saturday:
Sunday: Mother picks children up at 6:00 PM.
Monday:
Tuesday: Father picks children up from school at 4:30 PM.
Wednesday:
Thursday:
Friday: Mother picks children up from school at 4:30 PM.
Saturday:

Your schedule:

Sunday:
Monday:
Tuesday:
Wednesday:
Thursday:
Friday:
Saturday:
Sunday:
Monday:
Tuesday:
Wednesday:
Thursday:
Friday:
Saturday:

***** CHILD SUPPORT *****

1. Who will be paying child support (father / mother / no one)?

2. How much child support will be paid (an amount determined by you and spouse (if so, please provide that amount), or the state-determined Form 14 amount)?

3. If child support is being paid, how will it be paid to the receiving party (direct payments from spouse paying support, wage withholding, payment through Family Support Division)?

4. Who covers the children's health insurance?

5. How much per month does the children's health insurance cost?

6. Who covers the children's dental insurance?

7. How much per month does the children's dental insurance cost?

8. Are there work related child-care/day-care expenses? How much are those expenses and how will they be paid/distributed between the parties?

9. Who will claim the children for tax purposes (ie, alternate each year, Mother every year, Father every year)

10. If you want college expenses addressed in the parenting plan, please indicate what percentage each parent will be obligated to pay:

11. Any other expenses you'd like split *outside* of the child support (ie, parents split cost of orthodontic care 50-50)?

12. If you have a holiday schedule or plan, please provide it. Otherwise, I will draft a generic plan for you to review and then modify as you see fit for your particular situation.