

## Client Questionnaire

Please save this document to your system and return to us by email together with the documents requested to Daniela Carreira, Administrator at [daniela.carreira@viberts.com](mailto:daniela.carreira@viberts.com). Alternatively call her on 632245.

Situation on which advice is required:

- |  |  |
|--|--|
| <input type="checkbox"/> Divorce           | <input type="checkbox"/> Divorce and Children            |
| <input type="checkbox"/> Children Issues   | <input type="checkbox"/> Pre and Post Nuptial Agreements |
| <input type="checkbox"/> Equity Agreements | <input type="checkbox"/> Matrimonial Finances            |

Brief description on situation advice is required:

Your details	
Full Name (including maiden name):	
Nationality:	
Date of birth:	
Place of birth:	
Personal mobile or other personal contact number:	
Private email address (not work):	
Home address:	Postcode:
Job role/title:	
Gross salary (for legal aid purposes):	
Do you own any property in Jersey or elsewhere?:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, is it held in joint names?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is the market value?	

### Other Details

Do all parties live in Jersey?

Yes  No

Are you a member of Unite, Prospect, NASUWT, or a Lloyds employee?

Yes  No   
If yes, please detail

How did you hear about us?

### Matter Details

#### Your Spouse or Other Parent

Name (including maiden name):

Date of birth:

Contact number:

Email address:

Their lawyer (if applicable):

Home address

Postcode:

Job role/title:

Gross salary:

Pension and value:

Child(ren)	
Name(s):	
Date(s) of birth:	
Does the father have parental responsibility (“PR”), through marriage, birth certificate or PR agreement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Who does the child(ren) live with?	
Is child maintenance paid?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are contact arrangements organised?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any other information we should know about the child(ren)?	

Situation on which advice is required	
Current stage in proceedings (if applicable):	
Have proceedings been issued?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is the current position in relation to any live proceedings?	
Is there a date by which steps need to be taken?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please add the date
Have you previously instructed any other law firm in relation to this matter?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, who?
Is there any other matter we should be aware of?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please detail?

### Accommodation and Housing Qualifications

Do you own any properties (in Jersey or elsewhere)?  
If so:

Yes  No

If yes:

In joint or sole names?

Yes  No

Market value

Outstanding mortgage

Do you have residential qualifications?

Yes  No

#### Documents we will need from you:

- Marriage certificate.
- A copy of all relevant documents.
- Relevant correspondence with the other party and the Courts.
- Any other correspondence on which advice is required.
- If you wish, a summary of what has happened, perhaps with a chronology (list of dates) of key events.

#### Client Due Diligence (“CDD”) information we will need from you:

- X1 original photo ID document (e.g. passport, driving license).
- X1 original document confirming your current home address, dated within the last 90 days (e.g. utility bill or government letter).