

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. Alternatively call her on 632245.

Please complete the sections that are applicable to your situation.

Summary of the current situation for advice:
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Your details	
Full Name (including maiden name):	
Title:	Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/>
Formerly known as (if applicable):	
Nationality:	
Date of birth:	
Place of birth:	
Personal mobile or other personal contact number:	
Private email address (not work):	
Is it safe to call/email you on this number/email?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Safe home address for correspondence:	
	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?	
Do you have an outstanding mortgage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you lived in Jersey for 12 months or more?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What are your residential qualifications?	
How do you intend to fund your legal fees? Please note that you are billed monthly and all fees need to be paid upon completion.	

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

Other Party

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 any other person 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?	
Are there any disputes regarding arrangements?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please detail
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)?	

Other	
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

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).