

New Client Questionnaire Matter Details

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.

Your Spouse or Other Parent	
Full Name (including maiden name):	
How would you like to be addressed?	
Date of birth:	
Contact number:	
Email address:	
Their lawyer (if applicable):	
Home address including postcode:	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	
Nature of matter (e.g. separation, divorce and finances, children matters):	
Current stage in proceedings (if applicable): Have proceedings been issued? 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"/> 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 <input type="checkbox"/> No <input type="checkbox"/> If yes:
In joint or sole names?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Market value	
Outstanding mortgage	
Do you have residential qualifications?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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).