

## INITIAL CONSULTATION DOCUMENT CHECKLIST

### **FAMILY LAW**

- \_\_\_ You and your spouse/partner/child(ren)'s other parent's personal information (date of birth, social security number, address, telephone, email, etc.)
- \_\_\_ Child(ren)'s personal information (date of birth, social security number, address/ with whom primarily residing, etc.)
- \_\_\_ Date, location of marriage
- \_\_\_ Date of separation
- \_\_\_ Pre-marital agreement
- \_\_\_ Financial affidavit
- \_\_\_ Marital income/debt information
- \_\_\_ Marital and non-marital property information (real estate, life insurance, retirement/pension account(s), automobiles, business ownership, stocks, etc.)
- \_\_\_ Employment information for you and your spouse/partner/child(ren)'s other parent
- \_\_\_ Any prior/current agreement(s) between you and your spouse/partner/child(ren)'s other parent for support, division of marital estate, parenting time, parental decision making, etc.
- \_\_\_ Questions about your case

### **CIVIL LITIGATION**

- \_\_\_ Photos of scene/accident/injury(ies)
- \_\_\_ Video of scene/accident/injury(ies)
- \_\_\_ Medical records/reports
- \_\_\_ Accident/Incident report (including date of accident/injury)
- \_\_\_ Witness(es) information (name, date(s) of birth, address(es), telephone number(s))
- \_\_\_ Your insurance information (company, policy number, claim number)
- \_\_\_ Other party's insurance information (company, policy number, claim number)
- \_\_\_ Statements given to others regarding accident/injury
- \_\_\_ Contract
- \_\_\_ Documents showing compliance/non-compliance under contract
- \_\_\_ Questions about your case

### **BUSINESS LICENSING/LITIGATION**

- \_\_\_ Tickets/Citations/Complaint
- \_\_\_ Letters/Notices regarding license(s)/debt/litigation/other business matter
- \_\_\_ Articles of Incorporation
- \_\_\_ Lease Agreement
- \_\_\_ Bank/financial records
- \_\_\_ Records for purchases (tobacco, inventory, etc.)
- \_\_\_ Purchase/sale of business documents (bill of sale, bulk sales notice, IL notice of sale or transfer assets form, etc.)
- \_\_\_ Business license application form(s)
- \_\_\_ Contract, if applicable
- \_\_\_ Questions about your case

## **CRIMINAL CASES/INVESTIGATIONS**

- Bond slip
- Criminal complaint(s)
- Personal property inventory(ies)
- Court orders
- Photos
- Videos
- Witness(es) information (name, date(s) of birth, address(es), telephone number(s))
- Indictment/Information
- Administrative paperwork
  - Tow slip
  - Tow/impound receipts
  - Administrative hearing letter/notice of hearing
- Forfeiture documents
  - Letter/notice of forfeiture
  - Verified claim form
  - Proof/evidence of source of property subject to forfeiture
- Questions about your case