

CLIENT DATA CAPTURE FORM

Thank you for arranging an initial consultation with K J Smith Solicitors.

Please complete the form below and hand this to the Lawyer you are seeing today. The information you provide will be uploaded to our electronic data base and used solely for the purpose of carrying out your instructions. You will **not** be sent marketing information and your data will **not** be sold to a third party. In due course you will be provided with our full Privacy Policy however if you wish to see this now, please speak to your Lawyer.

Your Name (first, middle)	(surname)
.....
Date of birth	
Your Address	
.....	
Post code	Is this property <input type="checkbox"/> owned, or <input type="checkbox"/> rented?
Can we send correspondence, including invoices, to this address? <input type="checkbox"/> yes, or <input type="checkbox"/> no	
If no, do you have an alternative correspondence address?	
<input type="checkbox"/> yes (please give address)	
<input type="checkbox"/> no (please give email address on which to receive all correspondence)	
Your Contact Details	
Mobile	Work/Home
E-mail	

Ex-Partner/Spouse Name (first, middle)	(surname)
.....
Date of birth	
Ex-Partner/Spouse Details	
Address	
Post code	
If he/she has solicitors, their name	
Their Occupation	Salary £..... (net per month – after deductions)

About Your Matter

Your reason for attending today

Date of marriage:/ Date of separation:

Children (Family Law matters only) names / dates of birth

.....
.....

Your Occupation Salary £..... (net per month – after deductions)

Property

Address of property(ies) owned by you solely/jointly (please circle)

(1)..... Value £.....(est)

.....post code..... Mortgage £.....(est)

(2)..... Value £.....(est)

.....post code..... Mortgage £.....(est)

Brief details of any other property / assets (savings / bonds / Pensions / chattels / investments etc).

.....
.....
.....

Where did you hear of us?

branch drop-in bus CAB internet leaflet newspaper/magazine

recommendation/referral other passing by radio sponsorship

I consent to the data provided above being stored by K J Smith Solicitors for the purposes of providing legal advice and assistance. **I would / would not like to receive information about making a Will** (please delete as appropriate)

Signed: **Dated:**

Thank you for taking the time to complete this form.

To be completed by K J Smith Solicitors:

Matter(s) to set up	<input type="checkbox"/> Divorce	<input type="checkbox"/> Finances	<input type="checkbox"/> Deed of Sep	<input type="checkbox"/> Finances – Schedule 1
	<input type="checkbox"/> Children	<input type="checkbox"/> Gndpnt Rights	<input type="checkbox"/> Civil P’ship	<input type="checkbox"/> Injunction/Non Mol
	<input type="checkbox"/> Pre-Nup	<input type="checkbox"/> Post Nup Agree	<input type="checkbox"/> Cohab Agree	<input type="checkbox"/> Cohab Dispute
	<input type="checkbox"/> Dec of Trust	<input type="checkbox"/> Change Name	<input type="checkbox"/> Settle Agree	<input type="checkbox"/> Swear
	<input type="checkbox"/> ID1 form	<input type="checkbox"/> Certification	<input type="checkbox"/> Divorce (FF)	<input type="checkbox"/> Other:
Assign to ALB	<input type="checkbox"/> Court		
	<input type="checkbox"/> Opponent	FE