

FORMS, CHECKLISTS AND WHAT TO BRING AT ENTRY

Practice Tips:

One of the keys to success is for both the client and attorney to have as complete an understanding as possible as to what will be expected of each. The initial interview is the most logical and opportune time for the client to learn of the process, what will be expected of them and to ensure that the attorney has a clear road map of what a particular case will require, how to stay current and not always playing “catch up” in a case.

In the practice of family law, the requirements of the Texas Rules of Civil Procedure, Federal statutes, local rules, client control and management of a great number of files, demands that lawyers and their assistants manage, organize and distribute large amounts of information. Since time is money, I have chosen to organize this paper by providing a listing of appendices with details of their contents, their purpose and practice tips to benefit your clients, your staff, the Courts and you as the attorney of record.

During the initial interview, I suggest the attorney provide each client with a folder entitled “Client Information Package” which contains several of the items more fully described below. The designated of (CIP) after a heading indicates that the described information and documentation is included in the client’s file/packet. Obviously, if the case does not involve children, those items relating to the conservatorship and support of children are not included. Each client is strongly recommended to use the file provided to store and organize all of the documentation, which will be generated and received throughout the litigation.

While it would be foolish to say that my method is the only way or best strategy to ensure that a case is handled “right from start to finish,” I hope the enclosed tools and suggestions will aid you in your task of providing competent, complete and cost effective representation for your clients in Family Law matters.

Appendix A:

Divorce Checklist

While nothing will ever take the place of the detailed notes of an attorney during the initial interview of a client, the attached checklist/worksheet will ensure that the attorney obtains the necessary information to prepare his or her initial pleadings. Additionally, by addressing these areas and potential issues in the initial interview, the client will be informed as to the numerous issues involved in a divorce proceeding and will promote further discussion between the attorney and their potential client regarding possible misconceptions many client’s have regarding divorce/family law matters.

Client Information Sheet

Also included is a more concise Client Information Sheet that can be utilized to ensure that you have all of the information necessary to complete the required forms such as BVS, TFC §105.006 and Harris County Child Support Information Sheet