

DANIEL LYONS LAW CORPORATION

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\*\*\*\*\* A RETAINER OF \$1,400.00 WILL BE REQUIRED TO OPEN A FILE \*\*\*\*\*

(paid by cheque or e-transfer - use lyonslaw for password)

\*\*\*\*\*PLEASE READ & SIGN THE LAST PAGE\*\*\*\*\*

FILL IN ALL INFORMATION ACCURATELY

PLEASE PRINT LEGIBLY

THIS FORM IS USED TO PREPARE COURT DOCUMENTATION

Once the form is completed, please arrange an appointment to review it with the lawyer at our office

**\*\*\*\*FOR OUT OF TOWN CLIENTS\*\*\*\* - you can email/fax the completed form to our office. You may be contacted to schedule a phone appointment with the lawyer or the Legal Assistant may contact you if further information or clarification is required.**

Please provide an original LARGE marriage certificate (with birthdates shown) and a copy of the Separation Agreement

(If you don't have a large marriage certificate, you will need to order one at Vital Statistics Agency - Online Services or at the Government Agent office or if you come in person to our Vanderhoof office with a credit card, you can order one on our computer)

The names on the marriage certificate & the name(s) you provide on this form MUST BE EXACTLY THE SAME

FULL LEGAL NAME: \_\_\_\_\_ (except if wife is keeping married name)

Mailing Address: \_\_\_\_\_

Email: (please provide) \_\_\_\_\_

DAY Phone No. (where you can be reached or for voice mail msg): \_\_\_\_\_

YOUR OCCUPATION: \_\_\_\_\_ Date you began to live in a marriage-like relationship: (day, month, yr)

Date of Separation: (day, month, yr) \_\_\_\_\_

	<u>Claimant</u>	<u>Respondent</u>
<u>Birthdate:</u>		
<u>Birthplace:</u>		
<u>Ordinarily resident in British Columbia since:</u> MUST list a day, month, and year		
<u>Surname at birth:</u>		
<u>Surname immediately before marriage:</u>		
<u>Marital status immediately before marriage:</u>	<input type="checkbox"/> never married <input type="checkbox"/> divorced <input type="checkbox"/> widowed	<input type="checkbox"/> never married <input type="checkbox"/> divorced <input type="checkbox"/> widowed

Date of Marriage:

Place of Marriage:

Full Legal Name and Physical Address of Respondent: (to be served) \_\_\_\_\_

Email & Ph No. of Respondent: \_\_\_\_\_

Mailing Address of Respondent: \_\_\_\_\_

Do you have someone who can serve the Respondent with the Notice of Family Claim and would sign an Affidavit of Personal Service at our office? Y/N

If Yes provide full name, address & occupation \_\_\_\_\_  
& relationship to Respondent \_\_\_\_\_  
of person who will serve Respondent \_\_\_\_\_

OR would Respondent pick up the Notice of Family Claim from our office? Y/N

If NO, we will use a Process Server and require a Photograph of Respondent. Please email to [yvonne.dllc@gmail.com](mailto:yvonne.dllc@gmail.com)

List Minor Children (full legal names & birthdates) AGE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Step Children (full legal names & birthdates)  
\_\_\_\_\_  
\_\_\_\_\_

Monthly Support Payments and for which children: \_\_\_\_\_

**\*\*\*\*\*If the Separation Agreement does not set out both annual incomes and provide for child support, we REQUIRE COPIES OF both parties' Notices of Assessment\*\*\*\*\***  
(this is mandatory, and the Agreement must be recent)

Child(ren) reside with whom? \_\_\_\_\_

Are you paying/receiving Spousal Support? Y/N If Yes, monthly amount: \_\_\_\_\_

Medical coverage for the Children - under your Medical Plan? the Respondent's? or neither, please clarify  
\_\_\_\_\_

Are you seeking to change the Children's surnames? Y/N

If Yes - from \_\_\_\_\_ to \_\_\_\_\_

**REVERTING BACK TO MAIDEN NAME:**

You do not need to apply for a legal change if you used your spouse's name while married and you now wish to revert back to your maiden name. A married name is an "assumed name", meaning your name never legally changed with the Division of Vital Statistics. Assuming your spouse's surname does not constitute or require a legal change of name so deciding to go back to using your maiden surname, you can do this at any time without a legal change of name. You can go back to your prior name by simply showing your Canadian Birth Certificate.

**The surname you wish to use must match the surname on your birth certificate .**

A Certificate of Divorce is \$40.00. Do you wish us to order one for you after all is complete? Y/N \_\_\_\_\_

You will receive a signed Final Order indicating the date the divorce will be finalized which is proof of the divorce \*\*\*\*\*A signed Final Order will be mailed out to you when received. We will also mail a copy to the Respondent. Please advise if your mailing address changes or the Respondent's.

**OUR FEES:** No Minor Children:

\$1,250.00 + taxes & disbursements TOTAL: \$1,795.00 (appx.)

With Minor Children & Child Support Affidavit:

\$1,750.00 + taxes & disbursements TOTAL: \$2,360.00 (appx.)

**TERMS AND CONDITIONS**

We aim to attend to your file in a timely fashion as reasonably possible. As the assistant generally is responsible for dozens of files at any given time, and all our clients are valuable to us, we try to prepare files in order received.

**Our office has implemented the following policy out of necessity:**

Our team is here to prepare and finalize your file as smoothly as possible. We realize that conflicts or delays may arise, and we aim to work with you to resolve such issues in a timely and efficient manner. Absolutely no aggressive behavior, rude and/or foul language, threats or any verbal abuse toward our team members will be tolerated in any measure. Our office has the right to terminate our services at any point if such an incident arises and you will be asked to leave our premises and such incident may be reported.

**Your signature is required to open a file:**

**DATE:**

XXX \_\_\_\_\_  
signature

\_\_\_\_\_