# 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 the Lawyer you are seeing today.

**Where did you hear of us?**

🞎 bus/billboard 🞎 CAB 🞎 Google 🞎 social media 🞎 recommendation/referral

🞎 an event 🞎 magazine/print advert 🞎 passing by 🞎 other (*please specify*):

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| **Your Name (first, middle)**………………………………………………………………………………………….**Date of birth** ………..…………………………………..……………………..  | **(surname)**………………………………………………………………..……………..**Place of birth/nationality** …………………………………..….  |
| **Your Address**………………………………………………………………………………………………………………….…….……………………………………………………..………Post code ………..…………………………………………………………………..……………..…. Is this property 🞎 owned, or 🞎 rented?Can we send correspondence, including invoices, to this address? 🞎 yes, or 🞎 no If no, please give an alternative correspondence address? ……………………………………….…………………………………………………..………………………………………………………………………………………..………………………………… Post code ………………..…….………………….. |
| **Your Contact Details**Mobile ………………………………………………………………… Work/Home …………….…….…………………………………………………………………E-mail ………..……………………………………………………………………………………………………………………………….……………………….………..…. |

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| **Ex-Partner/Spouse Name (first, middle)**……………………………………………………………………………………………….**Date of birth**………..…………………………………..….  | **(surname)**………………………………………………………………….. |
| **Ex-Partner/Spouse Details** Address ………………………………………………………………………………………………….…….………………………………………………………………Post code ………..…………………………………..…. E-mail …………………………………………………………………………..………………………..If he/she has solicitors, their name ………………………………………………………………………………………………………………….…………….Their Occupation ………………………………………………………… Salary £……………………………………. (*net per month – after deductions*) |
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| **About Your Matter**Your reason for attending today …………………………………………………………………………………………………………………………………..Date of Cohabitation: ……………….………………………………………. Date of marriage: ……………….……………………………………….Date of separation: ……………….…………………………………………..Children full names / dates of birth:………………………………………………………………………………………………………………….…….……………………………..………………………………………………………………………………………………………………………………………………….…….………………………………………………..……………Your occupation ………………………………………………………… Salary £……………………………………. (*net per month – after deductions*)Are there existing / historic Court proceedings? 🞎 yes 🞎 no  |

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| **Property**Address of property(ies) owned by you solely/jointly *(please circle)*(1)………………………………………………………………………………………………………..……………………………………………………………………..post code…………………………...(2)………………………………………………………………………………………………………………………………………………………………………………..post code…………………………... | Value £………………………………………….…(est)Mortgage £………………………………………(est)Value £……………………………….…….………(est)Mortgage £……………………….………………(est) |
| Brief details of any other assets e.g. other property / savings / pensions / chattels / investments / cryptocurrency etc) and their approximate values.………………………………………………………………………………………………………………….…….………………………………….……….……………………………………………………………………………………………………………………………………….…….………………………………….……….……………………………………………………………………………………………………………………………………….…….…………………………………………………………………………………………………………………………………………………………………………………….…….………………………………………………………………… |

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.*