



MCFARLING LAW GROUP

550 E. Charleston Blvd., Suite D • Las Vegas, Nevada 89104

Phone (702) 565-4335 • Fax (702) 732-9385

www.mcfarlinglaw.com • info@mcfarlinglaw.com

FAMILY LAW CASE PRELIMINARY REQUIREMENTS (HOMEWORK)

____ **Fee Agreement and Retainer Payment**

Before we will begin any work, you must thoroughly review and sign our Fee Agreement and make payment of the required initial payment.

____ **Substitution of Attorney**

If you are currently represented by another attorney, we will need for you to sign a substitution of attorney in order for us to represent you. We will call you to come into the office to sign.

____ **Copies of Documents from past legal activity** **Due Date:** _____

Unless your case is a new filing, we will need copies of all documents that have already been filed in your case. If you were previously represented by an attorney, we will require the entire file from that attorney. If your balance is not paid in full with that attorney, they may require payment before releasing the file. Please make arrangements so that your file can be released.

____ **Personal Statement** **Due Date:** _____

You are a unique individual with unique family law issues. In order for our office to properly represent you we need to know who you are, where you come from, what your facts are, and what you expect out of our legal representation. Therefore, please complete a five to ten page Personal Statement which includes:

- Your name, date of birth, place of birth, and a brief statement of your life growing up.
- A history of your relationship and/or marriage with the opposing party.
- A history of your relationship with the opposing party and/or your children since any last legal activity.
- The reason you have contacted our office to begin or assist you.
- Any pressing or immediate issues you wish for us to represent to the court.
- A short and succinct statement of the results you wish for our office to obtain.

We prefer that this statement be emailed to us, if possible.

____ **Affidavit of Financial Condition** **Due Date:** _____

If your case involves any financial issues, then we require you to complete the Affidavit of Financial Condition prior to us filing a motion with the Court. We prefer that this form be downloaded from our website, filled out on the computer and emailed to us, if possible. A print copy is included in your Client Folder that can be filled in by hand.

____ **UCCJEA Declaration** **Due Date:** _____

If your case involves a jurisdiction issue over child custody, then we require you to complete the UCCJEA Declaration prior to us filing a motion with the Court. We prefer that this form be downloaded from our website, filled out on the computer and emailed to us, if possible. A print copy is included in your Client Folder that can be filled in by hand.

____ **Tax Returns and Current Proof of Income** **Due Date:** _____

Financial matters are usually central to all divorce, post-divorce and child custody matters. Please provide us with your last three years of Tax Returns and year to date proof of income so that our office may speak intelligently about your finances.