

DISSOLUTION FILE INTAKE AND DOCKET SHEET

Client Information		
Client:	Maiden Name:	
Address:	DOB:	SS#:
	Home Phone:	Work Phone:
Employer:	Email Address:	
Emergency Contacts [Name, Address, Phone, Email]:		

Spouse Information		
Spouse:	Maiden Name:	
Address:	DOB:	SS#:
	Home Phone:	Work Phone:
Employer:	Email Address:	

Names of Children	Date of Birth

Intake Checklist and Overview of Key Docket Dates for Calendar [also see the PLF Practice Aid – Dissolution Checklist]	
Petition Filed:	Service Obtained:
ORS 107.089 Documents Due:	ORS 107.089 Documents Exchanged:
Discovery Due from Petitioner:	Discovery Complete (30 days):
Deposition of [Party/Witness]:	Deposition of [Party/Witness]:
Deposition of [Party/Witness]:	Deposition of [Party/Witness]:
Temporary Orders, Limited Judgment:	
Notice of <i>Lis Pendens</i> :	Show Cause:
FAPA Order:	Appearance Due:
Restraining Order:	Restraining Order Expires:
Response Received:	
Default Taken:	
Offer of Settlement Sent:	Response to Settlement Offer Due:
Settlement Conference:	
TRIAL DATE:	
Judgment Entered:	<i>Lis Pendens</i> Discharged:
Appeal Deadline:	

	Yes	No
Does client's Last Will and Testament need to be changed:	<input type="checkbox"/>	<input type="checkbox"/>
Do life insurance or retirement plan beneficiaries need to be changed:	<input type="checkbox"/>	<input type="checkbox"/>
Does judgment need to be recorded in another county:	<input type="checkbox"/>	<input type="checkbox"/>
Do any other title transfers (car titles, bargain and sale deeds) need to be made:	<input type="checkbox"/>	<input type="checkbox"/>
Does certified copy of judgment need to be sent to insurance company [ORS 107.820(6)]:	<input type="checkbox"/>	<input type="checkbox"/>
Do pension, profit-sharing, or stock bonus plans qualify under 26 USC § 401(a)(13) and 414(p):	<input type="checkbox"/>	<input type="checkbox"/>
Does Qualified Domestic Relations Order or Orders (QDRO)(s) need to be prepared:	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTICES

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