

Child Protective Services (CPS) Worksheet



HUNT LAW FIRM, PLLC

The following form is designed to help us to better litigate your Child Protective Services (CPS) case.

Your answers will help determine whether we can assist with your case, and if we can, it will help reduce attorney fees by limiting the number of questions we need to ask in person. It is very important that you answer this worksheet **HONESTLY**, **ACCURATELY**, and **COMPLETELY**.

If you believe that a question does not apply to your case, please mark the question “N/A.” If the answer to any question requires more space than has been provided on the form, please complete your answer on a separate sheet.

NOTICE OF CONFIDENTIALITY

THE INFORMATION IN THIS DOCUMENT IS SUBJECT TO THE ATTORNEY-CLIENT PRIVILEGE, AS PROVIDED IN THE TEXAS RULES OF EVIDENCE. HOWEVER, IF A PROFESSIONAL, INCLUDING AN ATTORNEY OR AN EMPLOYEE OF AN ATTORNEY, HAS CAUSE TO BELIEVE THAT A CHILD HAS BEEN ABUSED OR NEGLECTED OR MAY BE ABUSED OR NEGLECTED OR THAT A CHILD IS A VICTIM OF AN OFFENSE UNDER SECTION 21.11 OF THE TEXAS PENAL CODE, AND THE PROFESSIONAL HAS CAUSE TO BELIEVE THAT THE CHILD HAS BEEN ABUSED AS DEFINED BY SECTION 261.001 OR 261.401 OF THE TEXAS FAMILY CODE, THE PROFESSIONAL SHALL MAKE A REPORT NOT LATER THAN THE FORTY-EIGHTH HOUR AFTER THE HOUR THE PROFESSIONAL FIRST SUSPECTS THAT THE CHILD HAS BEEN OR MAY BE ABUSED OR NEGLECTED OR IS A VICTIM OF AN OFFENSE UNDER SECTION 21.11 OF THE TEXAS PENAL CODE. THE REPORT SHALL BE MADE TO THE APPROPRIATE AGENCY.

THE CONTENTS OF THIS DOCUMENT MAY CONSTITUTE ATTORNEY WORK PRODUCT, ARE CONFIDENTIAL, AND ARE NOT TO BE DISCLOSED TO THIRD PERSONS OTHER THAN THOSE TO WHOM DISCLOSURE IS MADE IN FURTHERANCE OF THE RENDITION OF PROFESSIONAL LEGAL SERVICES.

WARNING: DO NOT DISCUSS CUSTODY LITIGATION WITH CHILDREN. DO NOT SHOW THIS FORM TO THE CHILDREN OR REQUEST THEIR ASSISTANCE COMPLETING IT. DO NOT SPEAK NEGATIVELY OR DISPARAGINGLY ABOUT THE OTHER PARENT IN FRONT OF THE CHILDREN. SUCH BEHAVIOR IS FROWNED UPON BY COURTS AND MAY NEGATIVELY AFFECT THE OUTCOME OF YOUR CUSTODY CASE. ADDITIONALLY, NOTHING IN THIS FORM IS INTENDED TO BE LEGAL ADVICE AND NOTHING SHOULD BE TAKEN AS SUCH. COMPLETING THIS FORM OR SIMPLY SUBMITTING IT TO HUNT LAW FIRM DOES NOT CREATE AN ATTORNEY- CLIENT RELATIONSHIP.

Privacy Policy Regarding Social Security Numbers: Social Security numbers will be divulged only when necessary during the course and within the scope of our employment. The firm collects them from various sources, including income tax returns as well as the client. They are used to identify parties for a number of purposes, including determination of wages, preparation of orders to withhold wages for child support and reports filed with the state of Texas, and obtaining information about retirement benefits. Only employees of the firm who have a need to know will have access to this personal information. Every step is taken to protect the client’s privacy. This information is kept secure within the office of the firm in file folders and file drawers. Client information will eventually be shredded.

EMAIL YOUR COMPLETED WORKSHEET TO INFO@HUNTLAWTEXAS.COM.

I. Prospective Client Information

First Name		Middle Name		Last Name	
Maiden Name (if applicable)			Your Relationship to the Child(ren)		
How did you learn about Hunt Law Firm, PLLC?					
Date of Birth		City, County, & State of Birth		Race (<i>for BVS</i>)	
Social Security Number			Texas Driver License or State ID Number		
Street Address					
City		County		State	
Email			Phone Number		
Who else lives in your household?			Are you married?		
			[] YES [] NO		
Do you currently have an attorney for this matter?			If YES, please provide the name of your current or former attorney, as well as any details you believe may be helpful.		
[] YES [] NO					
Do you work outside the home?					
[] YES (answer below) [] NO					
Company Name			Job Title		
Company Street Address					
Company City		Company State		Company ZIP	
Company Telephone		Average Gross Monthly Income		Average Number of Hours Worked Per Week	
Length of Employment			Education / Training		

II. Other Legal Parent Information

First Name		Middle Name		Last Name	
Relationship to the Child(ren)					
Date of Birth		City, County, & State of Birth		Race (<i>for BVS</i>)	
Social Security Number			Texas Driver License or State ID Number		
Street Address					
City		County		State	
Email			Phone Number		
Does he or she currently have an attorney for this matter?			If YES, please provide the attorney's name (if known).		
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE					
Does he or she work outside the home?					
<input type="checkbox"/> YES (answer below) <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE					
Company Name			Job Title		
Company Street Address					
Company City		Company State		Company ZIP	
Company Telephone		Average Gross Monthly Income		Average Number of Hours Worked Per Week	
Length of Employment			Education / Training		
Do you speak regularly with the other legal parent?			If NO, when is the last time you have spoken with the other legal parent?		
<input type="checkbox"/> YES <input type="checkbox"/> NO					

III. Other Party Information

Is the other parent (information above) the person who has custody or who is seeking custody?			
[] YES (SKIP THIS SECTION AND DIRECTLY TO SECTION IV) [] NO (answer below)			
First Name		Middle Name	
Last Name			
Relationship to the Child(ren)			
Date of Birth		City, County, & State of Birth	
		Race (for BVS)	
Social Security Number		Texas Driver License or State ID Number	
Street Address			
City		County	
		State	
Email		Phone Number	
Does he or she currently have an attorney for this matter?		If YES, please provide the attorney's name (if known).	
[] YES [] NO [] NOT SURE			
Does he or she work outside the home?			
[] YES (answer below) [] NO [] NOT SURE			
Company Name		Job Title	
Company Street Address			
Company City		Company State	
		Company ZIP	
Company Telephone		Average Gross Monthly Income	
		Average Number of Hours Worked Per Week	
Length of Employment		Education / Training	
Do you speak regularly with him/her?		If NO, when is the last time you have spoken with him/her?	
[] YES [] NO			

IV. Child(ren) Information

**INCLUDE INFORMATION FOR ALL CHILDREN
INVOLVED IN THIS CASE**

CHILD 1

First Name	Middle Name	Last Name
Does a court order currently exist that involves this child?		
[] YES [] NO [] NOT SURE		
If YES, please explain (provide details including the cause number, county, court, judge, etc., if available)		
Date of Birth	Age	Social Security Number
City, County, & State of Birth		Gender
Child's Current County of Residence		How long has the child resided in that county?
Child's Current School or Daycare	Grade Level	Does the child have a disability or special needs?
		[] YES [] NO
Were you married to the other parent when your child was born?		
[] YES [] NO		
If NO:		
[] The father signed an Acknowledgment of Paternity (e.g. signed AOP in hospital, is on the birth certificate, etc.) [] The father took a DNA paternity test [] The father's parentage was adjudicated by a court		

CHILD 2

First Name	Middle Name	Last Name
Does a court order currently exist that involves this child?		
[] YES [] NO [] NOT SURE		
If YES, please explain (provide details including the cause number, county, court, judge, etc., if available)		

Date of Birth	Age	Social Security Number
City, County, & State of Birth		Gender
Child's Current County of Residence	How long has the child resided in that county?	
Child's Current School or Daycare	Grade Level	Does the child have a disability or special needs?
		<input type="checkbox"/> YES <input type="checkbox"/> NO
Were you married to the other parent when your child was born?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
If NO:		
<input type="checkbox"/> The father signed an Acknowledgment of Paternity (e.g. signed AOP in hospital, is on the birth certificate, etc.) <input type="checkbox"/> The father took a DNA paternity test <input type="checkbox"/> The father's parentage was adjudicated by a court		

CHILD 3

First Name	Middle Name	Last Name
Does a court order currently exist that involves this child?		
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE		
If YES, please explain (provide details including the cause number, county, court, judge, etc., if available)		
Date of Birth	Age	Social Security Number
City, County, & State of Birth		Gender
Child's Current County of Residence	How long has the child resided in that county?	
Child's Current School or Daycare	Grade Level	Does the child have a disability or special needs?
		<input type="checkbox"/> YES <input type="checkbox"/> NO
Were you married to the other parent when your child was born?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		

If NO:

- The father signed an Acknowledgment of Paternity (e.g. signed AOP in hospital, is on the birth certificate, etc.)
- The father took a DNA paternity test
- The father's parentage was adjudicated by a court

Have you been contacted by CPS?

If YES, when?

YES NO NOT SURE

How can Hunt Law Firm, PLLC help you?