



WILLIS & CAGLE LAW FIRM

118 E. Graham Avenue | P.O. Box 1062 | Pryor, Oklahoma 74362 | (918) 876-5605

CLIENT INTAKE FORM MINOR GUARDIANSHIP

CLIENT INFORMATION

Legal Name (Last, First, Middle)

Date of Birth

Current Address (Street, City, State, ZIP)

Telephone Number

Best Time of Day to Reach You

Email Address

Employer Name

Employer Phone Number

Employer Address

Occupation / Position

The information above should reflect the proposed guardian (petitioner). Information about the minor is requested below.

MINOR INFORMATION

Minor's Full Legal Name

Date of Birth

Minor's Current Address / Living Situation

Prefer to complete your form by hand? Print the form and bring it to your meeting or contact our office at (918) 876-5605 and we'll have one ready for you at your appointment.

Relationship of Minor to You

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BOTH PARENTS' CONTACT INFORMATION (REQUIRED FOR THE MINOR)

Oklahoma law requires notice to both parents in most proceedings involving a minor. If a parent's rights have been terminated, is deceased, or is unknown, please indicate this instead of contact information. If additional or potential other fathers may be involved, please list them as well.

Parent Name	Relationship	Address	Phone Number	Status (Active/Deceased/Terminated/Unknown)

BASIS FOR GUARDIANSHIP

Reason Guardianship Is Needed (e.g., parental incapacity, incarceration, military deployment, death of parent(s), consent of parents)

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CHILD CUSTODY INFORMATION

Oklahoma's UCCJEA (43 O.S. § 551-209) requires the court to be given each child's residence history for the past five years. Please complete as accurately as possible. If you have more children than rows provided, please attach an additional sheet.

Minor Full Legal Name	Date of Birth	Current Address	Relationship to Client

Address(es) Where Each Child Has Lived During the Past Five (5) Years, With Dates and the Name(s) of Person(s) Lived With

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Has any child been the subject of another custody proceeding? (Yes / No)

If yes, court, case number, and county/state

Are you aware of any other person claiming custody or visitation rights? (Yes / No)

If yes, name and relationship

Is there an existing protective order involving you, the other parent, or any child? (Yes / No)

If yes, case number and issuing court

INDIAN CHILD WELFARE ACT (ICWA) INFORMATION

Federal and Oklahoma law require specific notice and procedures when a child involved in this matter is a member of, or eligible for membership in, a federally recognized Indian tribe. Please complete this section if applicable.

Is the child a member of, or eligible for membership in, a federally recognized Indian tribe? (Yes / No / Unknown)

Name of Tribe(s)

Is the Child Enrolled in the Tribe? (Yes / No / Pending)

Roll Number(s) (if enrolled)

Indian Child Welfare Caseworker Name

Caseworker Phone Number

Caseworker Agency / Tribe Address

ADDITIONAL INFORMATION

Do both parents consent to this guardianship? (Yes / No / One Parent Only — please explain)

Approximate Value and Description of Minor's Assets/Income (if Guardianship of the Estate is sought)

Has there ever been a DHS referral or investigation involving you, the other parent, or any child in this matter? (Yes / No — if yes, please describe, including approximate date and county)