



KEEPING THE PEACE, LLC
— VISITATION SERVICES —

PROPERTY DIVISION INTAKE

RICK WILLEY

- 469-625-2800 / 469-438-2125
- www.keepingthepeacecellc.com
- rick@keepingthepeacecellc.com
- 2490 W. White Ave., McKinney, TX 75071

To get started, please provide the following information:

Section 1: Property Division Details

Today's Date: _____

Address of the Property: _____

Date of the Property Division: _____ Time of the Property Division: _____

A list of the items to be retrieved (*required*):

Section 2: Legal & Court Information

Case Number (*required*): _____ County: _____

Are you able to provide a copy of the court order of items to be retrieved? ☐ Yes ☐ No

Section 3: Client Information

First Name (*required*): _____ Last Name (*required*): _____

Cell Number (*required*): _____ Alternate Phone Number: _____

Email: _____ Gender: _____

Section 4: Opposing Side Information

First Name (*required*): _____ Last Name (*required*): _____

Cell Number (*required*): _____ Alternate Phone Number: _____

Email: _____ Gender: _____

Section 5: Legal Representation

You're Attorney Name: _____ Attorney Phone Number: _____

Opposing Party's Attorney Name: _____ Opposing Attorney Phone: _____

Section 6: Safety & Risk Assessment

☐ Protective Order Date Issued:

- If there is a Protective Order – There may be a need for a modification of the PO to include lifting the restriction of the distance if Keeping the Peace, LLC is present.
-

Section 7: Billing

- **Person Responsible for Payment (*Required*):**

☐ Client ☐ Law Firm ☐ Other:

- **Property Division- \$167.50 per hour + travel is applicable – All Property Division must be a 2-hour minimum. A \$2.00 per mile fuel fee will be assessed for any travel to a property division that is greater than 15 miles in distance from 2100 Bloomdale Road, McKinney Texas.**