

CLIENT INFORMATION FORM

INSTRUCTIONS: Answer all questions truthfully and completely. The information you enter in this questionnaire is confidential and protected by Attorney-Client Privilege. The information will not be disclosed to anyone outside of this office, except in the course of rendering legal services on your behalf, or unless otherwise required by law.

Date: _____

CLIENT INFORMATION

Your Name: _____
Home Address: _____
City: _____ State: _____ Zip Code: _____
County of Residence: _____ You have lived at current address since: _____

Home Phone: _____ Home Facsimile No: _____
Cell Phone No: _____ Pager/Beeper No: _____
E-mail Address: _____

Soc. Sec. No: _____ Driver's License No: _____
Date of Birth: _____ State/Country of Birth: _____

Other names you have been known by: _____

EMPLOYER: _____
Work Address: _____
City: _____ State: _____ Zip Code: _____
Work Phone: _____ Work Facsimile No: _____
Work E-mail Address: _____

How long have you worked at this employer? _____
Position: _____ Salary/Earnings: \$ _____

Name of Emergency Contact, and Relation to You: _____
Home Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Work Phone: _____

Nature of case / reason for seeking consultation with our office: _____

How did you hear about our office? _____

OTHER PARTY INFORMATION

Name: _____
Home Address: _____
City: _____ State: _____ Zip Code: _____
County of Residence: _____ Other party has lived at this address since: _____

Home Phone: _____ Home Facsimile No: _____
Cell Phone No: _____ Pager/Beeper No: _____
E-mail Address: _____

Soc. Sec. No.: _____ Driver's License No: _____
Date of Birth: _____ State/Country of Birth: _____

Other names this person has been known by: _____

EMPLOYER: _____
Work Address: _____
City: _____ State: _____ Zip Code: _____
Work Phone: _____ Work Facsimile No: _____
Work E-mail Address: _____

How long has other party worked at this employer? _____
Position: _____ Salary/Earnings: \$ _____

Is other party represented by an ATTORNEY in this matter? Yes No

If YES, please answer the questions below:

Name of Attorney/Firm: _____
City where office located: _____ Phone: _____

Indicate if this or any other attorney has:

| | | |
|--|-----------|----------|
| Represented other party in other matters (besides this case)? | _____ Yes | _____ No |
| Provided advice or other services to you regarding this case? | _____ Yes | _____ No |
| Provided advice or other services to you regarding other matters? | _____ Yes | _____ No |
| Talked with you in person or by telephone regarding this case? | _____ Yes | _____ No |
| Sent a letter or other written communications to you related to this case? | _____ Yes | _____ No |
| Served papers (by a sheriff or process server) upon you in this case? | _____ Yes | _____ No |