

HARDY SLOAN LAW, PLLC

Attorney at Law



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CLIENT INFORMATION FORM

Criminal

Please complete this questionnaire. If you will spend the time to complete all items, you will give us the background information necessary to begin to understand the complexity of the personal aspects of your criminal law problem.

Date

SECTION 1

Name:

Date of Birth:

Social Security
Number:

Place of Birth:

Driver's License Number and State:

Address: (City, State, Zip)

Mailing Address if different than above:

Home Phone:

Cell Phone:

Work Phone:

E-mail Address:

Employer:

Job Title:

Employer Address:	Length of Employment:	Gross Salary per month or annually:
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SECTION 2

For each offense you are charged with, identify the offense,arresting agency and date of arrest.

Offense:

Date:

Arresting Agency:

Offense:

Date:

Arresting Agency:

Offense:

Date:

Arresting Agency:

Bonding Company:

Relative Name:

Relative 2 Name:

Relative Address:

Relative 2 Address:

Relative Contact Number

Relative 2 Contact Number:

Relative E-mail:

Relative 2 E-mail:

Who referred you to this office?

If your charge relates to: Assault of a Family Member, Domestic Violence, Terroristic Threat of Family Member, please let us know, if there is Emergency Protective Order "EPO" issued against you.

SECTION 3

Notice of Privacy Policy

My office is committed to respecting your privacy and protecting the information about you that we may receive. As a lawyer, I have a professional obligation to keep confidential all information we receive within a lawyer-client relationship. I am committed to protecting any personal information we hold. This privacy policy outlines how we manage your personal information and safeguard your privacy.

HARDY SLOAN LAW, PLLC provides legal services to a wide range of clients. In doing so, we collect information:

- a) To establish and maintain responsible client relationships, to administer ongoing client agreements and to provide ongoing services;
- b) To understand client needs;
- c) To develop, enhance, promote and provide services and support;
- d) To complete certain court documents requesting identifying party information.

Personal information is any information that identifies you, or by which your identity could be deducted. If we did not collect and use your personal information we could not provide you with legal services. As an essential part of completing certain court documents, we obtain certain personal information about you in order to properly identify parties in cases. The types of information we may request include but are not limited to addresses, phone numbers, social security numbers, driver's license numbers, dates of births, place of birth, employment information, criminal histories as well as financial information.

We collect information only by lawful and fair means and not in an unreasonably intrusive way. Wherever possible we collect your personal information directly from you, at the start of a retainer and in the course of representation. Sometimes we may obtain information about you from other sources: for example,

- From police services
- Government agency or registry
- From a community service agent
- From medical personnel, facilities, etc.

In most cases, we shall ask you to specifically consent, if we collect, use, or disclose your personal information. Normally, we ask for your consent in writing, but in some circumstances, we may accept your oral consent. Sometimes your consent may be implied through your conduct with us.

We use your information to provide legal advice and services to you and to administer our client (time and billing databases). We do not disclose information to third parties to enable them to market their products and services. For example, we do not provide our client mailing lists to other law firms.

Family Cases:

We disclose information as required for completion of certain court documents. It is necessary to obtain private identifying information for such documents as original petitions, final decrees and certain child support documents where the court requests the information. Information requested may include but not limited to information such as addresses, phone numbers, social security numbers, driver's license numbers, dates of births, place of birth, employment information as well as financial information.

Since we use your personal information to provide legal services to you, it is important that the information be accurate and up-to-date. If during the course of the retainer, any of your information changes, please inform use so that we can make any necessary changes.

Hardy Sloan Law, PLLC takes all reasonable precautions to ensure that your personal information is kept safe from loss, unauthorized access, modification or disclosures. Among the steps take to protect your information are:

- Premises security
- Restricted file access to personal information
- Deploying technological safeguards like security software and firewalls to prevent hacking or unauthorized computer access;
- Internal password and security policies

The only persons with access to your personal information is the lawyer handling your case and any staff that is employed by Hardy Sloan Law, PLLC.

You may ask for access to any personal information we hold about you. Summary information is available upon request. More detailed requests which require archive or other retrieval costs may be subject to our normal professional and disbursement fees.

Once your case is completed, your file is archived in a storage area. Further, any and all documents prepared in your case is placed on a computer disc and also placed in storage.

Since Hardy Sloan Law, PLLC regularly reviews all of its policies and procedures, we may change our Privacy Policy from time to time.

Date:

Client Signature:

CHECK YOUR EMAIL DAILY. A MAJORITY OF COMMUNICATION WILL BE VIA EMAIL.

IT IS YOUR RESPONSIBILITY TO UPDATE THIS OFFICE WITH ANY CHANGE IN ADDRESS, TELEPHONE, OR EMAIL IMMEDIATELY.