



**NM**  
NM LEGAL INVESTIGATIONS  
& PROCESS SERVING

**NEW CLIENT INTAKE**

Date: \_\_\_\_\_ Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ DOB: \_\_\_\_\_ DL# \_\_\_\_\_

Email: \_\_\_\_\_

Pending Court Action? Yes or No If yes, Type \_\_\_\_\_ Case# \_\_\_\_\_ What courthouse was the documents filed in \_\_\_\_\_

Are you represented by a lawyer or paralegal? Yes or No

If yes, fill out contact information for your representative below

Firm Name: \_\_\_\_\_

Full Name of Lawyer or Paralegal: \_\_\_\_\_

Services Requested ( Be Specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What form does the evidence need to be in for admission in court action? \_\_\_\_\_

Have you ever hired a Private investigator in the past? \_\_\_\_\_ If yes, was it regarding this case? \_\_\_\_\_ Why did the investigation cease? \_\_\_\_\_

\_\_\_\_\_

Do you have a restraining order against you? \_\_\_\_\_ Date issued \_\_\_\_\_

**PRIMARY SUBJECTS INFORMATION**

Full Name: \_\_\_\_\_ D.O.B / / / Street

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Relationship to Subject: \_\_\_\_\_

Vehicle Description: \_\_\_\_\_

Subject's: Gender: \_\_\_\_\_ Ethnic Background: \_\_\_\_\_ Age: \_\_\_\_\_ Height: \_\_\_\_\_ Hair \_\_\_\_\_

Eyes: \_\_\_\_\_ Identifying \_\_\_\_\_

markers/Tattoos: \_\_\_\_\_

Does the subject have a criminal record? \_\_\_\_\_ Does the subject own or carry  
any weapons? YES or NO If yes, What type? \_\_\_\_\_

### **SECONDARY SUBJECT'S INFORMATION**

Full Name: \_\_\_\_\_ D.O.B / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Street \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Relationship to Subject: \_\_\_\_\_

Vehicle Description: \_\_\_\_\_

Subject's: Gender: \_\_\_\_\_ Ethnic Background: \_\_\_\_\_ Age: \_\_\_\_\_ Height: \_\_\_\_\_ Hair \_\_\_\_\_

Eyes: \_\_\_\_\_ Identifying \_\_\_\_\_

markers/Tattoos: \_\_\_\_\_

Does the subject have a criminal record? \_\_\_\_\_ Does the subject own or carry  
any weapons? YES or NO If yes, What type? \_\_\_\_\_

### **Investigation Type**

- ☐ Asset Search
- ☐ Background
- ☐ Criminal
- ☐ Missing Person
- ☐ Personal Injury
- ☐ Process Service
- ☐ Skip Trace
- ☐ Surveillance
- ☐ Undercover
- ☐ Interviews: who: \_\_\_\_\_
- ☐ Other \_\_\_\_\_

### **Case**

Outline: \_\_\_\_\_

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Goals:

1. 

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2. 

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3. 

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4. 

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Case Notes:

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I have read the above pages and filled out all the information to the best of my knowledge.

**X**

\_\_\_\_\_  
PRINT FULL NAME

**X**

\_\_\_\_\_  
SIGNATURE

**X**

\_\_\_\_\_  
DATE