



**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: \_\_\_\_\_

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**

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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

**Disclosure**

All communications between the Attorney and the potential client are protected under the attorney client privilege. However, the Attorney will not undertake to perform any services for the Client until such time as the Attorney and the Client have formally executed an Attorney-Client fee agreement. By signing below I acknowledge that I have read this disclosure.

\_\_\_\_\_  
Client's Signature