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CLIENT INTAKE FORM

Date: _____ Check One: New Client Existing Client (Client ID: _____)

Client Name: _____ Contact Name: _____

Address: _____ Phone #: _____

E-mail: _____ Fax #: _____

How did you find out about us? _____

Are we the first attorneys you have consulted in this matter? ____ Yes ____ No.

If no, who else did you consult? _____

Explain what you may need advice about or assistance with today? What objective would you like to achieve?

Briefly, what are the relevant facts? _____

List all parties (including opposing party's attorney information) involved with their complete contact information:

How do you wish to pay for your attorney's fees in this matter?

FOR ATTORNEY USE ONLY

Will Represent Will investigate and respond Will Not Represent (Non-Engagement Letter)

Introducing Partner: _____ Referred By: _____

Billing Agreement: Standard: _____ Contingency: _____ Flat Fee: _____

Submitted Retainer: Yes: _____ No. Matter Type: _____

Comments: _____

NOTICE TO CLIENT:

You understand that this Firm **does not represent** you with regard to the matters set forth in this Client Intake Form or discussed during your consultation unless and until both you and the Attorney execute a written Retainer Agreement. Your signature below acknowledges only your acknowledgment of this notice and does not mean that you have hired the Attorney. If your legal problem(s) involve a potential lawsuit, it is important that you realize a lawsuit must be filed or defended within a certain period of time called a Statute of Limitations. Therefore, if you do not sign the Retainer Agreement with our Firm, we strongly urge you to immediately consult with another attorney to protect your rights. The Attorney's decision not to represent you should not be taken by you as an expression regarding the merits of your case.