

INITIAL CLIENT CONSULTATION INTERVIEW FORM

Note: The following questions will help us to understand what services you are seeking today. Your responses are protected by attorney/client privilege and will be held in strict confidence.

[Name - Last, First, Middle]	
All surnames used now or in the past:	
[Address - Line 1]	
[Address - Line 2]	
[City / State / Zip Code]	
(Office) (Cell) (Home) [Phone Numbers]	
 [Email]	
[Case No.]	[County]
Are there other parties involved? (Examples: a friend, an include people or parties on either side of your issue.)	employer, a neighbor, signor of a contract, etc. This should
Party	Relationship
Party	Relationship
Party	Relationship
Party	Relationshin



Briefly explain what you need assistance with today:	
On the lines below, list the documents (papers) that you think may help us to understand t	he issues.
(1)	
(2)	
(3)	
Ideally, if things turn out precisely the way you want, what would the outcome be?	



Have you ever been represented by an attorney before? If Yes - Please list the circumstances. [] Yes [] No
Marital Status: [] Married [] Single [] Divorced [] Widowed [] Separated
NOTES:

[SECTION INTENTIONALLY LEFT BLANK]

[Prospective Client's Printed Name]



How did you learn of our office? A friend Website Bar Referral Advertisement Former client Other:		
PLEASE READ CAREFULLY & Sign Below		
Following your initial interview, if you agree to hire the Attorney, and the Attorney agrees to represent you, you will both sign an Attorney Fee Agreement. The Attorney Fee Agreement will set forth the terms and conditions of representation.		
If the Attorney is willing to represent you and you decide not to sign an Attorney Fee Agreement today, you are strongly urged to schedule a second appointment with the Attorney at the earliest possible time or to immediately consult with other legal counsel to protect your rights.		
<i>NOTICE:</i> This office does not represent you with regard to the matters set forth by you herein in this information sheet or discussed during your consultation, unless and until, both you and the Attorney execute a written Agreement for Representation.		
If the Attorney does not agree to represent you, this includes not representing you with regard to the matter set forth by you on this information sheet, or any other matters you may discuss with the Attorney during your consultation. If your legal problem(s) involve a potential lawsuit, it is important that you realize a lawsuit must be filed within a certain period of time called a Statute of Limitations. Therefore, the Attorney strongly urges you to <i>immediately</i> 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.		
Your signature acknowledges <u>only that you received a copy</u> of this completed information sheet and does not mean you have hired the Attorney.		
DATED THIS day of		

[Prospective Client's Signature]