

**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: \_\_\_\_\_ State/Country 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**

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