

CLIENT INFORMATION SHEET

Date _____

Purpose for Consult (in general terms)

Referred by:

Friend

Yellow Pages

_____ TX Bar Association

FindLaw

Lawyers.com

_____ Other Attorney

(I) Your Information

Full Legal Name (First, Middle, Last) Maiden

List other Names, Nicknames Gender

Street Address (Secure for mailing? Yes No) City State Zip

Secure Mailing Address (City, State, Zip)

(____)_____-_____
Home Phone

(____)_____-_____
Work Phone

(____)_____-_____
Cell Phone

(____)_____-_____
Fax (Home Work)

____@_____
Home Email (Preferred? Yes No)

____@_____
Work Email (Preferred? Yes No)

____-____-_____
Social Security # Driver's License Number DL State County of Residence

____/____/_____
Birth Date Birth Place (County/State) Country of Citizenship

(II) [If Applicable] Children's Information (If you do not have children, skip to Section III)

#	Full Legal Name	Social Security Number	Date of Birth	Birth Place (County/State)	Age
1					
2					
3					
4					
5					

(III) Opposing Party Information

Full Legal Name (First, Middle, Last) Maiden

List other Names, Nicknames Gender

Street Address: City, State, Zip

(____)_____-_____
Home Phone

(____)_____-_____
Work Phone

(____)_____-_____
Cell Phone

_____ @ _____
Home Email

Driver's License Number DL State County of Residence

_____/_____/_____
Birth Date Birth Place (County/State)

Country of Citizenship

Employer Name Address (Street, City, State, Zip)

(IV) Pending or Actual Litigation Information

Has a court action been filed? Yes No

Have you appeared in Court with opposing party? Yes No

Do you have copies of any documents (Court decrees) related to this matter?
Yes No

[Attach all documents/papers you have with you. Note: Any documents we feel are important to your legal matter will be photocopied and kept in a file.]

Have you attempted to mediate? Yes No

Full Name of Opposing Party's Attorney (if known)

(V) Summary of Your Legal Matter (please be as specific as possible)

Following your initial consultation, if the attorney agrees to represent you, you will be provided with a Contract for Representation. The contract will set forth the terms and conditions of representation. You should return a copy of the signed contract to our office at your earliest convenience or hire another attorney to protect your rights. Notice: This law firm does not represent you unless and until both you and the attorney sign a written contract.

Signature

Date

We normally follow up with all prospective clients after the initial consultation within two weeks.

Would a follow up phone call be acceptable? _____

Preferred phone number: _____

(Firm Use Only)

- Provided Contract
- Provided Estimate of \$ _____ Retainer & \$ _____
- Route to Front Desk Receptionist to Scan/File