

NEW CLIENT INFORMATION SHEET

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|---|--|
| TODAY'S DATE _____ | |
| Client's Full Name _____ | DOB# _____ |
| Spouse Name: _____ | Spouse's DOB: _____ |
| Street Address _____ | |
| Mailing Address (if different) _____ | |
| City/State _____ | Zip _____ |
| Telephone (Home) _____ | Telephone (Cell) _____ |
| Email: _____ | |
| Preferred Contact Method: | <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Regular Mail <input type="checkbox"/> Fax |
| Client's Employer: _____ | Spouse's Employer _____ |
| Emergency Contact(s): | |
| Name _____ | Relationship _____ Telephone _____ |
| How did you hear about us? _____ | |
| Conference With Attorney Regarding: _____ | |
| _____ | |
| Adverse Party: _____ | |
| _____ | |

**We highly recommend that you do not use work email for confidential legal correspondence.*

Initial Consultation Fee & Terms

The minimum fee is **\$50** for up to one half hour. ***Payment by cash, check or card (Visa, Mastercard or AMEX) is due prior to today's interview.*** Beyond the initial consultation, our firm charges an additional \$300 (LA) /\$275(SMN) /\$325(EPF) /\$250(AEF) per hour for the time over the initial half hour, depending on the attorney working on your case. All unpaid invoices accrue interest at the rate of 9% per annum from the due date. Any returned checks will incur a mandatory \$29 fee per occurrence.

*Other than this initial consultation, we will accept no case, and do no work for you of any kind, without a separate written agreement signed by you and the lawyer which describes the work to be done and the fees and costs associated with the case. This worksheet is **not** such an agreement.*

I have read this agreement and agree to the terms and conditions as stated. There are no verbal agreements modifying or expanding the terms of this agreement.

[Client]

[Date]