

NEW CLIENT INFORMATION SHEET

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 **\$150** 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 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]