



Office Use: Atty\_\_\_\_  
AB#: \_\_\_\_\_  
Date: \_\_\_\_\_

**CASE TYPE:** \_\_\_ Civil Litigation? \_\_\_ Business? \_\_\_ Employment? \_\_\_ Appellate? \_\_\_ Traffic? \_\_\_ Other?

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Suffix \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ Cell Phone \_\_\_\_\_

Drivers License# \_\_\_\_\_ State \_\_\_\_\_ SS# \_\_\_\_\_

Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

**Alternate Contact—\*By filling in this information, you give the Firm permission to speak about your matter to:**

\*Last Name \_\_\_\_\_ First \_\_\_\_\_ Title/Relation \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ Cell Phone \_\_\_\_\_

**CASE DETAILS:**

Atty Fee \_\_\_\_\_ Paid? \_\_\_\_\_ Details \_\_\_\_\_ Trust / OP \_\_\_\_\_  
Client 's Signature \_\_\_\_\_

**Describe your case, detailing any opposing party, and specifying whether you have been served with court papers and/or if you have an upcoming court date:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have been served with court papers, state the EXACT date you received them: \_\_\_\_\_

**If employment matter, state the name of your employer:** \_\_\_\_\_

**State opposing party's name:** \_\_\_\_\_ Do they have an attorney? \_\_\_\_\_

What is your desired outcome? \_\_\_\_\_

**COURT DATE INFORMATION**

If a matter is pending in court, what County is it in? \_\_\_\_\_ Case/File No.: \_\_\_\_\_

COURT DATE \_\_\_\_\_ COUNTY \_\_\_\_\_ Court Division \_\_\_\_\_

How did you learn about our Firm? \_\_\_\_\_