

# Client Information Sheet

## CLIENT INFORMATION

TODAY'S DATE

Full Name: \_\_\_\_\_  
Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Social Security No: \_\_\_\_\_ Driver's License No (if different than SSN): \_\_\_\_\_  
Present Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_  
(cell) \_\_\_\_\_ (pager) \_\_\_\_\_  
E-Mail: \_\_\_\_\_ (fax) \_\_\_\_\_  
Employer: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Student?  yes  no Permanent Phone: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_  
Additional Contact: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_

## TYPE OF CASE

- Automobile Accident  Bankruptcy  Business  Criminal  Drug Violation  DUR  DWI  Estate Planning  
 Family Law  Insurance  Landlord/Tenant  Medical Malpractice  Personal Injury  Probate  Real Estate  Traffic  
 Workers' Compensation  Other: \_\_\_\_\_

## MARITAL STATUS

- Single  Married  Separated  
 Divorced  Widowed

## HOW DID YOU CHOOSE THIS FIRM?

- Referred by: \_\_\_\_\_  
Yellow Pages:  CenturyTel  Yellow Book/McLeod  Verizon  Other: \_\_\_\_\_

## SPOUSE INFORMATION

Full Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Social Security No: \_\_\_\_\_ Student?  yes  no  
Address (if different than client's): \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_  
(cell) \_\_\_\_\_ (pager) \_\_\_\_\_  
E-Mail: \_\_\_\_\_ (fax) \_\_\_\_\_  
Employer: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_  
Job Title: \_\_\_\_\_

## FOR ATTORNEY USE ONLY

### Fee Arrangements:

- Flat Fee: \$ \_\_\_\_\_ Fee Range Quoted: \$ \_\_\_\_\_  
 Hourly Rate: \$ \_\_\_\_\_ /hour Retainer Required?  yes  no Amount: \$ \_\_\_\_\_  
 Contingency Fee: \_\_\_\_\_ % To be paid on or before: \_\_\_\_\_  
 Other: \_\_\_\_\_ Payment Arrangements: \_\_\_\_\_