

LAW OFFICES OF SONGUR & ASSOCIATES
NEW CLIENT INTAKE INFORMATION AND NOTICE OF NON-REPRESENTATION

Date: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Your Name _____ Spouse's Name _____

Years married _____ Children? Yes No Name _____ DOB _____
Name _____ DOB _____

Address to send mail to: _____

Contact telephone numbers and e-mail addresses: _____

A name and telephone number of friend or relative who we could contact to leave a message or have you call us back: _____

Your home address: _____

_____ own _____ rent how long at this address? _____

Cost or value, if known \$ _____

Home telephone _____ Work telephone _____

E-mail _____

Occupation / Employment _____ Annual Income _____

Spouse's Occupation and Employment _____ Annual Income _____

Referred by _____

How caller will pay _____ Available credit on cc _____

Name of party who will be paying fees
and relationship to caller: _____

Emergency matter that requires immediate assistance:

Does your spouse have a lawyer? Yes No Name _____

Have you been served with Court papers? Yes No When? _____

I understand that I am not a client of this office at this time and will not be a client of this office, and the lawyer(s) cannot provide legal advice to me, until there is a written Representation agreement executed by myself and this law office.

Signature _____

-PLEASE READ AND ANSWER THE FOLLOWING:

The following emergency matters require immediate attention: _____

The five most important issues are **(if you have a separate list already compiled, please attach):**

Mine:

I think my spouse's would be:

- | | |
|----------|----------|
| a. _____ | a. _____ |
| b. _____ | b. _____ |
| c. _____ | c. _____ |
| d. _____ | d. _____ |
| e. _____ | e. _____ |

(If you have a separate list already compiled, please attach.)

What I want:

What I think my spouse wants:

- | | |
|----------|----------|
| a. _____ | a. _____ |
| b. _____ | b. _____ |
| c. _____ | c. _____ |
| d. _____ | d. _____ |
| e. _____ | e. _____ |

4. The ideal outcome to me is _____

5. I have brought all court papers and other papers that I have been served with by my spouse.
Yes No If no, explain _____

6. Any financial records I have in my possession I have brought with me today? Yes No
If no, explain _____

7. I have brought a list of financial documents and where they are located, to the best of my knowledge? Yes No If no, explain _____

8. Physicians and therapists with whom I have consulted within the last year:

Name _____ Address _____ Telephone _____
Specialty _____ Why consulted? _____

Name _____ Address _____ Telephone _____
Specialty _____ Why consulted? _____

Name _____ Address _____ Telephone _____
Specialty _____ Why consulted? _____

9. Medications I am currently taking:

Name _____ Prescribed for _____ How long? _____

Name _____ Prescribed for _____ How long? _____

10. Other lawyers with whom I have spoken directly to or have met with are:

Name _____ When? _____

Name _____ When? _____

11. Previous lawyer(s) I have hired are:

Name _____ When? _____

Name _____ When? _____

12. If so, is the case set for trial? _____. When? _____

Are hearings set? _____. When? _____

13. Referred by _____

14. Any other immediate concerns or issues you would like to specifically address:

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Signature _____