

## **INTAKE FORM: Litigation Questionnaire**

Many aspects of managing your money can make you want to consult a lawyer. Someone might steal your money, your credit cards, or even your identity. You may be cheated or poorly treated by a bank or a financial planner. A credit card company might not reverse charges you didn't make. Often, a lawyer can help by explaining your options or writing letters. If the problem is serious enough, a lawyer can help you sue to protect your rights.

Litigation involving your money can be legally complicated and time-consuming. In many cases, the first time commitment is finding an attorney. While you may already have an attorney who has helped you with your will or some other legal issue, he or she might not be experienced in litigation. Sometimes you will have to find an attorney from scratch.

In order to do the best possible job on your behalf, your attorney needs your input and cooperation. At your first meeting with your attorney, you should be prepared to provide the following information:

### **INFORMATION ABOUT YOU**

Name \_\_\_\_\_

Address, Including County

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

Length of Time at that Address \_\_\_\_\_ years

Previous Address(es) (for last 10 years)

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

Your Work Telephone Numbers \_\_\_\_\_

Your Home Telephone Numbers \_\_\_\_\_

Facsimile Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Web page (if any) \_\_\_\_\_

Former Name(s) \_\_\_\_\_  
\_\_\_\_\_

Your Position \_\_\_\_\_

Other litigation you *have been* involved in:

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

Other litigation you *are* involved in:

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

**INFORMATION ABOUT WHOEVER IS CAUSING THE PROBLEM**

Name \_\_\_\_\_

Is your opponent a business? \_\_\_\_\_

Form of your opponent's business (corporation, partnership, sole proprietorship, etc.)

\_\_\_\_\_

Place of doing business \_\_\_\_\_

Address, Including County

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

Length of Time at that Address \_\_\_\_\_ years

Previous Address(es) (for last 10 years)

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Their Work Telephone Numbers \_\_\_\_\_

Their Home Telephone Numbers \_\_\_\_\_

Facsimile Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Web page (if any) \_\_\_\_\_

Former Name(s) \_\_\_\_\_  
\_\_\_\_\_

Related Business(es) \_\_\_\_\_  
\_\_\_\_\_

Your Contact Person at the Opponent \_\_\_\_\_

Other officers or officials of the business:

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Are you aware of any litigation you opponent has been involved in?

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Annual sales or income \$\_\_\_\_\_

What does your opponent or your opponent's business make or do?

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**INFORMATION ABOUT THE INCIDENT (WHY ARE YOU GOING TO A LAWYER?)**

Describe the incident that occurred:

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How much are the damages you have suffered? \$ \_\_\_\_\_

How much have you budgeted for if you have to sue? \$ \_\_\_\_\_

Are there written documents which relate to any contracts or agreements you have with your opponent? \_\_\_\_\_

Is there correspondence between you and your opponent? \_\_\_\_\_

Are you aware of any claims your opponent may have against you? If so, please explain:

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What outcome do you want from seeing the lawyer? Do you just need someone to stop bothering you about an unfair debt, for example, or do you need to recover money?

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