# GENERAL CLIENT INFORMATION SHEET

# DATE: / / ATTORNEY INTIALS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | | |
| Address: | | | |
| Send Mail to: | | | |
| Date of Birth: | |  | |
| Home No: | | Fax: | |
| Work No: | | E-Mail Address: | |
| Mobile No: | | SSN: | |
| **Referred By** (Please circle and fill in all that apply): | | | |
| Attorney (name) | | Former Client (name) | |
| Friend (name) | | **Internet (source) \*PLEASE SEE BACK\*** | |
| Phone Book | Advertisement | Other (Describe) | |
| **Reason for coming in (**circle and fill in all that apply**):** | | | |
| Business Incorporation/  Organization | Real Estate Transaction:  Commercial/Residential | Estate Planning/Litigation | Contract Dispute |
| Collections | Forcible Entry & Detainer | Employment Issues | Other (explain below) |
| Civil Litigation (briefly explain below): | | | |
| **Other Party’s Information** | | | |
| **Party 1** | | | |
| Name(s): | | | |
| Address: | | | |
| Phone: | | Fax: | |
| Attorney: | | | |
|  | | | |
| **Party 2** | | | |
| Name(s): | | | |
| Address: | | | |
| Phone: | | Fax: | |
| Attorney: | | | |
|  | | | |

**REFERRED BY:**

If you found us on the internet, please indicate where you searched and where you found us. We appreciate your feedback and your help in determining which sites are better than others if you are searching for an attorney.

AVVO LeadingLawyers.com

Drendel & Jansons Website (Via Google, Yahoo, Bing,

etc.)

E-LocalLawyers.com

LegalMatch.com

HG.org

Facebook Nolo.com

LinkedIn Lawinfo.com

Pinterest SuperPages.com

Lawyers.com (Lexus Nexus) Thumbtack.com

Lawyers.findlaw (Findlaw) YellowPages.com

Lawyers.justia.com (Justia) Yelp

Lawyers.law.cornell.edu (Cornell University)

Other (please specify):

# For Attorney’s Use Only

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Pending actions: | | | | | |
| Status: Informational | Hold | File & Serve | ASAP | File and Serve on: |  |
| Retainer amount: |  |  | Paid: | Yes No | Due: |
| Client referred by: | | | | | |
| Documents given by client: | | | | | |
| Client Objectives: | | | | | |
|  | | | | | |