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In order for us to help you and save you some money, please take a moment and fill out and return the attached questionnaire? Everyone should complete the top portion and the appropriate section of questions which apply to your issues. We will review these questions and call you to set up an appointment.

PRELIMINARY INTAKE

Date: _____ Referred by _____

Name: _____

Street Address (not P.O.ox): _____

Home Phone: _____ Spouse or Partner's Name: _____

Cell Phone/Pager: _____ Spouse or Partner's Employer _____

Work Phone: _____ Spouse or Partner's Work Number: _____

Employer: _____

E-Mail Address (home) _____ E-mail Address(work) _____

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FEDERAL EMPLOYEES

Department and Agency: _____

Division/Activity/Unit/: _____

Immediate Supervisor: _____

Second Level Supervisor: _____

Person taking action against you: _____

Job Title: _____

Series & Grade: _____ Job Location & Shop/Bldg : _____

Type of Case: Proposed or Removal; Suspension; RIF; Non-selection/promotion; PIP (Performance Written Reprimand or Suspension of 14 days or less, Discrimination (on what basis?); Harassment; Whistleblower; Security Clearance; Disability Retirement, Other, Note we do not handle Federal Worker's Compensation; Other _____

Description of Legal Services Required: _____

Consultation Only: _____ Representation: _____ Do I have a case? _____ General advice? _____

Synopsis of case situation: _____

Names and Day, Cell Phone, and Evening Phone Numbers and Position of Possible Witnesses Who Have First Hand Knowledge of the Facts Surrounding the Complaint(not just what you told them):

Statutes of Limitation Dates: (Anything due now or shortly?) _____: EEO case - File with EEOC 180 calendar days from the date of the incident about which you complain. Complaint filed in Court 90 calendar days from when the employee gets a Right to Sue letter from the EEOC, cases of race discrimination only, 2 years from the incident effective date _____; grievance - depends upon union agreement or Company rules _____; Assault, Battery, tortious interference with employment or business, intentional infliction of emotional distress, generally have a 2 year statute of limitations, breach of contract claims usually have a 4 year statute of limitations. Defamation (rarely applicable in employment actions.) 1 year from date of publication. If Your Case Was Not Filed Timely, Why Not: _____

Salary or hourly wage \$ _____
Damages: lost wages \$ _____, medical or psychological counseling bills \$ _____
prescription medications \$ _____ specific benefits such as life insurance or health insurance \$ _____, pension \$ _____ other expenses directly attributable to the employer's actions \$ _____.

DIVORCE

When were you married? _____ Where were you married? _____

When did you separate? _____

Number of Previous Marriages by wife _____ Number of Previous Marriages by Defendant _____

Names and Birth Dates of any minor children: _____

Who has custody of the minor children? _____

Briefly explain why you want a divorce. If your spouse has filed a divorce against you, please indicate when you were given papers concerning it?

What types of assets do you have? (Eg. House, cars, stock accounts, bank accounts etc.) _____

What types and how much debt do you and your spouse have? (Eg. Mortgage, car note, loans, credit card debt etc.) _____

Are there any children from another relationship for whom either spouse is obligated to pay support for? If so what are their birth dates and how much support is there ordered to be paid?

Has there been any domestic violence? _____. By whom? _____

If so, is there a restraining order in place or have criminal charges been filed? _____

Is there a prenuptial agreement? _____

Are you or your spouse pregnant? _____

CONTEMPT ACTION

When and where were you divorced? _____

What terms of the Court Order or Settlement Agreement do you contend your spouse violated? _

Are there any terms of the Court Order or Settlement Agreement that your Ex-spouse would contend you are violating? If so, what terms? _____

If your Ex-spouse is behind on child support or alimony, specify which and how much they are behind. _____

What reason has your Ex-spouse given you for not complying with the Order? (Eg. Lost job, doesn't think s/he should have to pay, illness, etc) _____

Does your spouse have the ability to rectify the situation? _____

Where does your spouse reside? _____

Are there any children from another relationship for whom either spouse is obligated to pay support for? If so what are their birth dates and how much support is there ordered to be paid?

Where does your spouse work? (Company and Address) _____

MODIFICATION OF COURT ORDER

What provision do you wish to modify? _____

Why do you or your Ex-spouse want to modify the Court Order or Settlement Agreement?

When was the last Court Order entered in your case whether through divorce or another

modification Order? _____

If you are seeking or want to oppose a change in custody for minor children, please provide the child or children's names and date of birth: _____

If any child is eleven or older have they expressed any preference for which parent they would like to live with? Names and Ages? _____

Does your Ex-spouse agree with your proposed modification? _____

Is there any other lawsuit or complaint pending between you and your Ex. Spouse? _____

Have the needs of the you, your Ex spouse or the children changed since the last Court Order? If so, please specify what has changed. _____

Are there any children from another relationship for whom either spouse is obligated to pay support for? If so what are their birth dates and how much support is there ordered to be paid? _____

Are you or your Ex-spouse behind on support payments? _____

ADOPTION

Name of Biological Mother _____

State any other name Biological mother may have used _____

Date of Birth of Biological Mother if known: _____

Name of Biological Father: _____

State any other name Biological Father may have used: _____

Date of Birth of Biological Father if known: _____

Date of Birth of Adoptive Mother: _____

Date of Birth of Adoptive Father: _____

Address of Biological Mother: _____

Address of Biological Father if known: _____

Has the child been legitimated or has there been a paternity suit? _____

If there was a legitimation or paternity action was child support set? _____

Is one or both of the biological parents dead? _____

Is this a relative or step parent adoption? _____

Have parental rights of the one or both of the biological parents been terminated? _____

If the biological parent's rights have not been terminated to your knowledge will they be willing to surrender them? _____

Has a home study been done? _____

Do you expect this adoption to be contested? _____

When was the last time child support was paid by each biological parent ? _____

Who has the child been staying with? _____

Has any State or Federal or Adoption Agency been involved? If so state Agency and _____

caseworker _____

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PRENUPTIAL OR DOMESTIC PARTNERSHIP AGREEMENT

Names of both parties? _____

Age of both parties? _____

If you plan to get married when will get married? _____

Is this a second or subsequent marriage or domestic partnership? _____

Are there any children of either party? How many and how old are they? _____

What issues would you like covered in the agreement? (Eg. Children from previous marriages or who are not the children of both parties? _____ Pre-marital or pre relationship assets? _____
Division of assets acquired during the marriage or relationship should the relationship end? _____
Pre-marital or pre-relationship debt? _____ Division of debt acquired during the marriage or relationship? _____
How money and expenses will be handled during the marriage or relationship? _____ Expenses incurred for marital or joint purposes? _____ Tax issues (applies only to legally married people. _____ All others must file as single or head of household)? _____ Obligations to other parties? _____ Real estate title issues? _____ Pension or profit sharing funds and survivor annuities _____ Obligations to third parties _____ Other? _____

Have you discussed these issues and how you would like them to be resolved? _____

Have you informed each other of all current assets and liabilities? _____

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BUSINESS OR CORPORATE LAW

What is the name of the business you own or want to create? _____

What type of work does the business do or expect to do? _____

Are there any other people involved or to be involved with the business _____

Has the business already started? If so, when did it start. _____

If the business has started what form has it taken? (Eg. Sole proprietorship, partnership, Corporation, LLC, LLP?) _____

If the business has already started does it have a Tax ID number yet? _____

Are the people involved in the business U.S. Citizens or legal residents?) _____

How many employees are expected to be working for the business in the next year? _____

Why are you seeking business advice? What can we do to help you? _____

Do you have a contract, severance or non competition/non solicitation agreement that you would like us to review for you? _____

Are there any deadlines you are facing to get an agreement negotiated and signed? _____
If so, how much time do you have left to decide what to do? _____

OTHER

In what way can we help you? _____
Are there other things you wish to discuss with us? _____

Do you have a will? ____ Do you have a durable power of attorney for health care? ____ Do you have a living will? ____ Have you reviewed them recently? Would you like assistance with preparing these documents? _____

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OFFICE USE ONLY

Advised of Consult Fee: Yes ___ No ___ Cost of Consultation _____ :

Questionnaire Needed: Removal/Termination _____ Non-Termination General Intake _____
EEO and Comp Damages forms _____ ; Consequential Damages _____ :
Referred to Web Page _____ Sent /Pickup Date _____ :
Appointment Scheduled:

(Following Questionnaire Return)

Date: _____ Time: _____
Disposition _____ Any other Info: _____