



Astuno Law PC Intake Form

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The purpose of an initial consultation is for the law firm of James Astuno, PC to advise you, the *prospective* client, what if anything, may be done for you, and what the minimum fee therefore will be. *The purpose is not to render a definitive legal opinion* as it may be impossible to fully assess a matter within the time frame allotted for a consultation or with the (information or documents) that you may be able to provide at the initial consultation.

One of three outcomes is possible following your consultation.

1. **You and Astuno Law PC mutually agree to the terms of representation (After a separate document called an Agreement for Representation is signed a copy will be provided to you.), or**
2. **Astuno Law PC declines representation, or**
3. **You decide not to use the services of Astuno Law PC.**

Note: The following questions will help us to understand the reason for your visit today. Your responses are protected by attorney/client privilege and will be held in strict confidence.

Name _____
Last, First Middle Maiden

Address _____
Number Street

City State _____

Zip _____

Home Phone (____) _____ **Work** (____) _____ **Mobile** (____) _____

Primary Email _____

Marital Status: Married Single Divorced Widowed Separated

Date of Birth _____

Drivers License # and state _____ **Social Security #** _____ - _____ - _____

Are you known by any other names? Yes No

If yes name(s)

(A fictitious name, a nickname, a former name, your maiden name etc.)

Where are you employed? (Name of company/organization, name of supervisor, address)

May we contact you there? Yes No If Yes, Phone No. (____) _____

If your mail is returned as undeliverable or telephone service terminated, please provide the name of someone (friend or relative) you believe will always know how to contact you.

Are you known by any other names? Yes No

Name _____

Address _____

Relationship _____ Phone No. (____) _____

State & Zip _____

1. Briefly explain what you may need advice about or assistance with today:

2. Are there any parties involved? (Examples: a friend, an employer, a neighbor, signor of a contract, etc. This should include parties on either side of your issue)

Party _____ Party _____
Party _____

Relationship _____ Relationship _____
Relationship _____

3. On the lines below, list the documents (papers) that you think may help us to understand the issues.

A. _____

B. _____

C. _____

(NOTE: Any documents you supply that are important to your matter will be photocopied, with your permission,

and your originals returned to you at the conclusion of the initial interview.)

4. Ideally, if things turn out precisely the way you want, what would the outcome be?

5. Please classify your urgency in concluding this matter? (check one)

Critical – Personal safety or continuation of business depends on it.

Very important – severe hardship, personal or financial inconvenience if matter is not resolved quickly.

Important – Matter interferes with business or personal financial stability.

Needs to be done, but no immediate hardship in the interim.

Just thought I'd see if it was worth pursuing, but I'm not counting on anything.

Just wanted to know what my rights are? I'll then let you know after I think about it.

6. If the matter involves payment of money you feel you are owed, how long can you wait before not getting paid? _____

(Days, Weeks, Months, Years)

7. Are we the first attorneys you have consulted regarding this matter? Yes No

If No – Why didn't you hire their services?

8. Have you ever been represented by an attorney before? Yes No

If Yes – Please state the circumstances

9. How will you pay for your attorney's fees in this matter?

Check today Cash today Cash and Check Contingency Fee Payments Credit Card

10. How did you learn of our office? A friend Google Yelp Former Client Bar Referral Newspaper Other

If other, describe:

PLEASE READ CAREFULLY & Sign Below

Following your initial interview, if you agree to hire Astuno Law PC, and Astuno Law PC agrees to represent you, you will both sign an Agreement for Representation. The Agreement for Representation will set forth the terms and conditions of representation.

If Astuno Law PC is willing to represent you and you decide not to sign an Agreement of Representation today, you are strongly urged to schedule a second appointment with Astuno Law PC at the earliest possible time or to immediately consult with other legal counsel to protect your rights.

NOTICE: This office does not represent you with regard to the matters set forth by you herein in this information sheet or discussed during your consultation unless and until, both you and Astuno LAW PC execute a written Agreement for Representation.

If Astuno Law PC does not agree to represent you, this includes not representing you with regard to the matter set forth by you on this information sheet, or any other matters you may discuss with Astuno Law PC during your consultation. If your legal problem(s) involve a potential lawsuit, **it is important that you realize a lawsuit must be filed within a certain period of time called a Statute of Limitations.** Therefore, Astuno Law PC strongly urges you to immediately consult with another attorney to protect your rights. Astuno Law PC's decision not to represent you should not be taken by you as an expression regarding the merits of your case.

Your signature acknowledges that you agree to these terms and does not mean you have hired Astuno Law PC.

SIGNATURE _____ DATE ____ / ____ / ____