

PLEASE COMPLETE THIS FORM.

YOUR FULL LEGAL NAME: _____

HOME STREET ADDRESS: _____
City State Zipcode

HOME MAILING ADDRESS: _____
(if different from street address) City State Zipcode

EMAIL ADDRESS: _____ @ _____

BUSINESS ADDRESS: _____
City State Zipcode

HOME PHONE: _____ HOME FAX: _____

CELL PHONE: _____ BUSINESS PHONE: _____

DATE OF BIRTH: _____ YOUR SOCIAL SECURITY NUMBER: _____

YOUR OCCUPATION: _____ EMPLOYER: _____

ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? _____ IS YOUR SPOUSE A CITIZEN? _____

SPOUSE'S NAME: _____ DATE OF BIRTH: _____

SPOUSE'S SOCIAL SECURITY NUMBER: _____ SPOUSE'S BUSINESS PHONE: _____

SPOUSE'S OCCUPATION: _____ SPOUSE'S EMPLOYER: _____

WHY DO YOU NEED A LAWYER: _____

WHO IS ADVERSE TO YOU OR OTHERWISE INVOLVED: _____

REFERRED BY: _____

CONSULTED ANY OTHER ATTORNEY ABOUT THIS MATTER? [] YES [] NO WHEN? _____ WHO? _____

DO YOU HAVE A DURABLE POWER OF ATTORNEY []YES []NO AND A CURRENT LAST WILL & TESTAMENT ? []YES []NO

You will receive copies of all legal papers and letters prepared, or received, on your behalf, unless you request that no copies be sent. Copies are charged at the rate of .25 per page. If you do NOT want copies, you must notify us in writing. All fees for services rendered, and costs incurred, are due upon presentation of our billing statement, unless other arrangements have been made in advance. Generally, a retainer and signing a fee agreement are required before services will be rendered. Where the retainer amount is less than the anticipated fee for service, a lien may be necessary. Please feel free to discuss fees and billing arrangements with the attorney. While most matters are billed on the basis of the time and effort expended and the nature of the services provided, a few matters are handled on a contingent fee basis. The attorney will inform you if your case can be accepted on a contingent fee basis.

INITIAL CONSULTATION FEE (\$75.00 to \$150.00) IS PAYABLE IN ADVANCE. READ PAYMENT POLICY ON REVERSE.

SIGNATURE _____ Date: _____

		Do Not Write Below This Line	
I.F. Pd.	Yes / No	Ret'd:	Yes / No
Phone/in-person		R.L.:	Yes / No
Follow-up?	Yes / No	Intake Attny:	

GOODMAN LAW FIRM

PAYMENT POLICY

We usually do not undertake legal representation until three (3) requirements are met:

1. There is a signed Fee Agreement;
2. We have received a *retainer* (advance of money paid by credit card, wire transfer, cash or check);
3. We have received the documents needed to begin representation.

Also, we do not undertake legal representation until we have determined that our representation of you will not conflict with our current or prior representation of others.

Charges for services rendered and any disbursements will be billed on a monthly basis, with the charges being first offset against any retainer or other credit balance then outstanding and with any additional balance being payable upon submission of our statement.

Statements not paid within thirty (30) days accrue a finance charge of eighteen percent (18%) per annum.

Unless specifically stated in a separate writing, signed by both of us, payment for our services is **not contingent** upon the outcome of any matter.

We or our agents may, from time to time, obtain credit information relating to you.

We may require adequate collateral or a lien to secure payment of any debt or potential debt owed to us.

We may terminate our representation if you do not pay us as agreed. We may terminate our engagement by providing you with notice of our termination. We will give you a reasonable opportunity to obtain substitute counsel before we cease all activity on your behalf.

If we terminate our representation, we will continue to perform such services as are reasonably required to protect your legal interests until you have obtained substitute counsel or until you have had a reasonable time in which to do so.

Termination of our representation does not affect your responsibility to pay us for the services we have provided, including any additional work required for us to facilitate an orderly turnover of matters in process at the time of termination.