

## CONFIDENTIAL CLIENT QUESTIONNAIRE

Please fill out this questionnaire and return it as soon as possible. It is important that you answer each question fully.

You should answer all questions relevant to your case. If a question does not apply to your particular situation, please indicate by marking the question "N/A". If the answer to any question requires more space than has been provided on the form, please complete your answer on a separate sheet: Refer to the question number to which your answer applies, and attach your answer to this questionnaire.

Your responses to these questions will help to organize your case and will save you money on attorney's fees in trying to gather and assemble information after the case is in progress.

Since your answers are being made to an attorney, you are assured of confidentiality and are protected by the attorney-client privilege.

1. Please fill in your *full* name, contact, birth, and other information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(If you wish to have your mail sent to a different address, please advise the attorney during your consultation)

Home phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Birth date: \_\_\_\_\_ State where born: \_\_\_\_\_

Social Security number: \_\_\_\_\_ Driver's license number: \_\_\_\_\_

2. How were referred to this office?

Houston Lawyer Referral Service       AT&T Yellow Pages

Best Yellow Pages       Metropolitan Yellow Pages

Online      Other \_\_\_\_\_

3. Have you consulted or retained any other attorneys on this matter before coming to this office?

\_\_\_\_\_ If so, please state who and when: \_\_\_\_\_

Cause No: \_\_\_\_\_ Court: \_\_\_\_\_ County: \_\_\_\_\_

4. Please complete the following information concerning your employment.

Employer: \_\_\_\_\_

Job title: \_\_\_\_\_

Street address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_ May we call you at work? \_\_\_\_\_

Education: \_\_\_\_\_

5. Please briefly summarize the nature of your legal matter: \_\_\_\_\_

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### **NOTICE OF CONFIDENTIALITY**

THE INFORMATION IN THIS DOCUMENT IS SUBJECT TO THE ATTORNEY-CLIENT PRIVILEGE, AS PROVIDED IN THE TEXAS RULES OF CIVIL EVIDENCE.

THE CONTENTS OF THIS DOCUMENT CONSTITUTE ATTORNEY WORK PRODUCT.

THE CONTENTS OF THIS DOCUMENT ARE CONFIDENTIAL AND ARE NOT TO BE DISCLOSED TO THIRD PERSONS OTHER THAN THOSE TO WHOM DISCLOSURE IS MADE IN FURTHERANCE OF THE RENDITION OF PROFESSIONAL LEGAL SERVICES.

***Please notify the assistant upon completion.***