

Your Full Name: \_\_\_\_\_

### **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. 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 provide:  
Full name: \_\_\_\_\_  
Birth date: \_\_\_\_\_ City & State of birth: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_  
Education: \_\_\_\_\_

2. Where are you living now, and what is your contact information?  
Address: \_\_\_\_\_  
City, state, zip: \_\_\_\_\_ County: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Home: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

3. How were you referred to this office?  
 Online  Returning Client  
 Friend \_\_\_\_\_  Yellow Pages  
 Houston Lawyer Referral Service  Other \_\_\_\_\_

4. Have you consulted or retained any other attorneys on this matter before coming to this office?  Yes  No  
If yes, please state who and when: \_\_\_\_\_  
Existing cases relevant to this issue: \_\_\_\_\_  
Cause No.: \_\_\_\_\_ Court: \_\_\_\_\_ County: \_\_\_\_\_

5. Please provide:  
Employer: \_\_\_\_\_  
Job title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, state, zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
May we call you at work?  Yes  No

6. Please briefly summarize your matter: \_\_\_\_\_  
\_\_\_\_\_

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**CONFIDENTIALITY NOTICE**

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.*