

# HAND LAW FIRM

ATTORNEY AT LAW



## CLIENT INFORMATION FORM

### CIVIL CASE

Today's Date \_\_\_\_\_ Date of Occurrence: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone#: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail: \_\_\_\_\_

How you found out about us: \_\_\_\_\_

Name, address, phone number of Company you work for: \_\_\_\_\_

\_\_\_\_\_

**Confidential information will be sent to the email address and your home address.**

Provide a Brief Description of your current situation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please use the following questions to give us a better understanding of your case.

Is there more than one plaintiff? If yes, please list contact information for each one.

\_\_\_\_\_

\_\_\_\_\_

What is your claim for (injury or loss), and what is the proximate value of each of your

(claims in your opinion)? \_\_\_\_\_



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Please give us as much information as possible about the defendant:

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Please list any significant dates from your case, putting events in chronological order:

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Where will this case be heard (City / County / State)? \_\_\_\_\_

Are you aware of any upcoming court dates? \_\_\_\_\_

If this case is already pending, do you have any relevant case numbers, or  
documentation relative to the case? \_\_\_\_\_

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Do you have any evidence relative to your case (i.e. contracts, bills, etc.)? If yes, explain

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Do you have any witnesses available to corroborate your explanation of events? Explain:

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What are your goals associated with this case and what would you like for us to  
accomplish on your behalf? \_\_\_\_\_

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(For office use only)

☐ Criminal

☐ Civil

Flat Fee Rate: \_\_\_\_\_

SOL: \_\_\_\_\_

