

GleasonHopeLaw

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* ADMITTED FL, DC & MD

Initial Client Consultation Interview Form

The purpose of an initial consultation is for the attorney 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.

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

Name: _____
Last First

Child: _____
Last First Age/grade/school

Address: _____
Number Street City State Zip

Primary Phone: (____) _____

Email: _____

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

Are there other professionals involved? (ie: private psychologist who tested your child, various school personnel who have been important to the case (supportive or frustrating))

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

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

Knowing that there are no guarantees, what can you accept?

Are we the first attorneys you have consulted regarding this matter? YES NO

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

Where are you employed? _____

May we contact you there? YES NO phone: () _____

How did you learn of our office? friend website Bar referral former client

other: _____

PLEASE READ CAREFULLY and Sign below:

Following your initial interview, if you agree to hire the Attorney, and the Attorney 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 the Attorney 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 the Attorney 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 the Attorney execute a written Agreement for Representation.

If the Attorney 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 the Attorney 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, the Attorney strongly urges you to *immediately* consult with another attorney to protect your rights. The Attorney's decision not to represent you should not be taken by you as an expression regarding the merits of your case.

Your signature acknowledges only that you received a copy of this completed information sheet and does not mean you have hired the Attorney.

SIGNATURE: _____ DATE: ____ / ____ / ____