2020-21 Potential Client Intake – CM/F

Date:

Type of Input:	☐ New Client	☐ Change Existing Data	☐ Closed Client File
	☐ New Matter/Current Client	☐ Reopen Closed Matter	☐ Closed Matter No.

Personal Information

Name:		**SSN:**		**d/o/b:**	
Address:		**Sex:**		**Age:**	
Phone Number:					
Alt. Phone Number:					
Email:					
Current Spouse/Partner's Name		**Reside Together?**		**Do you have an attorney at Present:** *[if yes-who?]*	
How Learn About Bennett Legal:					

Employment Information

Telephone:		**Cell:**	
Email:			
Employer:		**Position:**	
Address:		**Length w/Company:**	
Telephone:			

Children

Name:		**D/O/B:**	
Name:		**D/O/B:**	
Name:		**D/O/B:**	

Law Office of Brian L. Bennett, P.C.
2803 Boilermaker Court
Valparaiso, Indiana 46383
219.228.7823 Office
219.881.8180 Facsimile
admin@bennettlegalservices.com

Custody & Visitation at Present			

Prior Criminal History
[List All Prior Arrests/Convictions]

Date	Arrest/Charges	Convictions/List	Plea/Trial	Sentence

Summary

Explain why you scheduled this initial consultation in detail. Be sure to provide the reasons for your visit and your goal with this potential case:

Law Office of Brian L. Bennett, P.C.
2803 Boilermaker Court
Valparaiso, Indiana 46383
219.228.7823 Office
219.881.8180 Facsimile
admin@bennettlegalservices.com

I understand I will receive ONE 30 Minute Free Consultation – and that I must pay $200.00 per hour [in .6 increments] for any time spent beyond this allotment. This fee MUST be paid at the time of consultation, and that this one-time fee in NO WAY establishes an ATTORNEY-CLIENT Relationship or duty. A written CONTRACT for SERVICES and applicable fees are necessary for any legal representation to initiate.

_____
Signature

☐ **Third Party Billing/Guarantor Contract**	**Name:**	**Address:**
Tele:	**Fax:**	**Email:**

OFFICE USE ONLY

Attach to This Form: **Confirm:**
☐ ACR Contract   ☐ Intake Notes   ☐ Important Date[s]: _____
☐ Adoption Intake   ☐ _____   ☐ All Calendared

ACR Approved: YES ☐ NO ☐	**Retention Contract:** YES ☐ NO ☐	**County/Court:**
Date Retainer Received:	**Case Type:** Family ☐ Criminal ☐ Corporate ☐ Estate ☐ CHINS ☐ Adoption ☐ Contract ☐ PI/Tort ☐ Property ☐ Civil Rights ☐ Other ☐ _____	**All Contact Data Entered into Cosmolex**
Case File Created: YES ☐ NO ☐	**Appearance:** YES ☐ NO ☐ **Date Entered:**	**Declined ACR:**
Retainer Required: YES ☐ NO ☐		**Retainer Amount:**
Flat Fee: YES ☐ NO ☐ $_____		**Includes:**

Law Office of Brian L. Bennett, P.C.
2803 Boilermaker Court
Valparaiso, Indiana 46383
219.228.7823 Office
219.881.8180 Facsimile
admin@bennettlegalservices.com

Intake/File Prepared By:	Misc:

Attorney Notes: