

**THE HERNANDEZ FIRM. LLC**  
**INITIAL CLIENT Appointed Criminal INTERVIEW FORM**

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

Today's Date: \_\_\_\_\_ Judge Assigned to case: \_\_\_\_\_

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

Any other names you have used or been known by:

\_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Alternate Phone or Alternate Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Spouse/Partner's Name: \_\_\_\_\_

Employment status: \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_

Charges you are currently facing : \_\_\_\_\_

\_\_\_\_\_

Are you currently being held on any other charges from anywhere? \_\_\_\_\_

Are you on probation: \_\_\_\_\_

If yes, who is your probation officer and why are you on probation: \_\_\_\_\_

Please explain as fully as possible what happened on the date you were arrested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Are there any witnesses? (For example, someone who saw what happened, someone that has heard from the alleged victim about the events, someone that you were with at the time of the alleged incident—an alibi:)**

**Witness:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**What would this witness tell me:** \_\_\_\_\_

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**Witness:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**What would this witness tell me:** \_\_\_\_\_

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**Witness:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**What would this witness tell me:** \_\_\_\_\_

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Witness: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

What would this witness tell me: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please list any documents or evidence relevant to your case that you brought with you today or have in your possession (photographs, text messages, printed facebook pages, bill of sale, written statements from anyone involved, videos, audio recordings etc):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list any documents or items (such as photographs, text messages, audio messages, etc) that you did not bring with you today but that you think may help us to understand the issues in your case.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**We do not make guarantees about results, but we want to know what you would like to happen. Ideally, if things turn out precisely the way you want, what would be the outcome?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Knowing that there are no guarantees in any case, what outcome would you accept?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please clarify your urgency in this matter: (Check One)**

**Critical – Personal safety or a pending court date is within 10 days.**

**Very Important – Severe hardship if matter is not resolved quickly or court date is within 30 days.**

**Important – Matter interferes with business or personal financial stability, or an indictment has been issued and I am in need of an attorney within 15 days.**

**Needs to be done but no immediate hardship in the interim or my case was just bound over to grand jury and I have some time to make payment arrangements.**

**Just thought I'd see if it was worth pursuing / just wanted to know what my rights are and what I needed to do.**

**Is The Hernandez Firm the first attorney that you have consulted regarding this matter? \_\_\_\_\_**

**If NO, did you retain the services of the other attorney/firm or were you appointed an attorney?**

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**Have you ever been represented by an attorney before? Yes or No**

**If so who represented you? \_\_\_\_\_**

**If yes, do you presently have an attorney: Yes or No**

**If so who is that attorney? \_\_\_\_\_**

**Have you ever been arrested before, please tell me everything you can about the charges and outcomes and include any juvenile issues as well: \_\_\_\_\_**

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**If you decide to retain the services of The Hernandez Firm, how will you pay for your attorney's fees in this matter:  Cash Today  Debit/Credit Today**

**I can make a deposit today but need to request payment arrangements.**

**I will have to obtain a loan or borrow money to pay for my attorney's fees.**

**Someone else will be responsible for paying these fees for me. Name: \_\_\_\_\_**

**I do not know at this time how I will pay attorney's fees.**

**Where are you employed?**

May we contact you there?  Yes  No      Work Phone: \_\_\_\_\_

Please list any other names that you currently use or have used in the past (maiden name, former married name, nickname, etc) \_\_\_\_\_

If your mail or email is returned as undeliverable, or if we are unable to reach you by phone, please provide the name of a friend or relative you believe will always know how to contact you.

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

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

How did you learn about The Hernandez Firm?  Friend  Our Web Page  Bar Referral  
 Former Client  Other: \_\_\_\_\_

**PLEASE READ CAREFULLY and sign below.**

**Following your initial interview, if you desire to hire The Hernandez Firm and The Hernandez Firm agrees to represent you, you will both sign a contract called an Agreement for Representation. The Agreement for Representation will set forth the terms and conditions for representation.**

**This office does NOT represent you with regard to the matters set forth by you in this information sheet unless and until both you and The Hernandez Firm execute a written Agreement for Representation.**

**If The Hernandez Firm declines to represent you, this should not necessarily be taken by you as an expression regarding the merits of your case.**

**If your legal problem(s) involve a potential lawsuit, it is important to realize a lawsuit must be filed within a certain period of time called a Statute of Limitations. Therefore, if you decide not to sign an Agreement of Representation with The Hernandez Firm, you are strongly urged to consult with other legal counsel to protect your rights.**

**Your signature below acknowledges that you have read and understand the above.**

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**This portion is to be completed by The Hernandez Firm.**

- Will represent
- Will investigate and report. Schedule Follow-Up Conference for \_\_\_\_\_
- Representation declined. Letter of Declination will be sent.
- Party will "think about it" and get back with us. No action to be taken and party was so informed.
- Party declined representation at this time.

**Interviewed by:** \_\_\_\_\_

**Notes:**