

**THE HERNANDEZ FIRM. LLC
INITIAL CLIENT CONSULTATION INTERVIEW FORM**

There is a \$75.00 consultation fee payable at the time of your appointment. We accept cash, debit or credit. In certain circumstances, we will accept a check with proper identification.

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 provide today at the initial consultation.

One of the following three outcomes is possible following your initial consultation:

- a. You and The Hernandez Firm mutually agree to the terms of representation and you sign a contract called an Agreement for Representation;**
- b. The Hernandez Firm declines to represent you; or**
- c. You decide not to use the services of The Hernandez Firm.**

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: _____ **Referred by:** _____

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Cell Phone:** _____

Email Address: _____

Alternate Phone or Alternate Email: _____

Social Security Number: _____ - _____ - _____

Marital Status: _____ **Spouse/Partner's Name:** _____

Please explain as fully as possible what you may need advice about or assistance with today.

Are there other parties involved? (For example, an employer, landlord, signor of a contract, etc. This should include people or parties on either side of your issue.)

Party: _____

Relationship: _____

Party: _____

Relationship: _____

Party: _____

Relationship: _____

Party: _____

Relationship: _____

Please list any documents relevant to your issue that you brought with you today:

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.

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

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

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

- Critical – Personal safety or continuation of business depends on it.**
- Very Important – Severe hardship if matter is not resolved quickly.**
- Important – Matter interferes with business or personal financial stability.**
- Needs to be done but no immediate hardship in the interim.**
- Just thought I'd see if it was worth pursuing / just wanted to know what my rights are.**

If the matter involves payments to you of money you feel that you are owed, how long can you realistically wait before not getting paid? (Days, weeks, months, years) _____

Is The Hernandez Firm the first attorney that you have consulted regarding this matter? _____

If NO, Why did you *not* retain the services of the other attorney/firm ? _____

Have you ever been represented by an attorney before? _____

If YES, please state the circumstances: _____

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: _____

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: