

CLIENT INTAKE FORM INSTRUCTIONS – FAMILY LAW

Please complete this form as fully and accurately as possible. If you do not know the answer please place a question mark (?) in the space. If you know someone who knows the information please put their name in the space.

If at any time you need to update or correct the information please let my office know.

Information provided on this form is confidential and intended for the use by your attorney. It is protected by the attorney-client privilege, even if you choose not to retain my services, even where representation is never undertaken.

CLIENT CONSULTATION MEETING

Please note that the first 30 minutes of your first consultation meeting with my office is free. For any time beyond the first 30 minutes, you will be charged at the hourly rate

\$ 250/hour;

Retainer: \$ _____

No Attorney-Client Relationship Created by Use of this Form:

Completing this form does not create an attorney-client relationship between you and William T. Tanner. Only a ***signed engagement letter*** creates an attorney-client relationship. I must first investigate for possible conflicts of interests (for example, I may already represent another party involved in your matter).

7. ANNUAL INCOME: _____

INFORMATION ABOUT YOUR CHILD(REN)

FULL NAMES AND BIRTH DATES OF ALL CHILDREN INVOLVED IN THIS CASE

- _____
- _____
- _____
- _____
- _____

SPECIAL CONCERNS

1. Please describe any health concerns you or your child(ren) might have:

2. Please describe the issue(s) of greatest concern to you relevant to this case:

PRIOR LEGAL PROCEEDINGS

1. Are there now or have there ever been any restraining orders between you and the other parent? YES / NO

- a. If so, from what court? _____
- b. When was the most recent order entered? _____
- c. What is the expiration date of that order? _____
- d. The name of your attorney? _____

2. Have there been any other court actions between you and the other parent? YES / NO

- a. If so, in what court? _____
- b. What was the name of your attorney? _____
- c. What orders has that court entered? _____

