



Celeste J. England  
Attorney at Law, PLLC

**Prospective Client Intake Form**

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

**FULL SERVICE LAW FIRM**

All information you provide will remain confidential and privileged so please answer all questions fully and accurately

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SEX: M/F (circle one)

Last Name First Middle (Maiden)

SSN: XXX-XX-\_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Address: \_\_\_\_\_ Apt.# \_\_\_\_\_

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

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

Telephone: Home: \_\_\_\_\_ Cellular \_\_\_\_\_ Work \_\_\_\_\_ Fax: \_\_\_\_\_

Which telephone numbers should be used during the day? Home Work Cellular (circle all that apply)

Which telephone numbers may be used for leaving messages? Home Work Cellular (circle all that apply)

May we communicate via text message? Yes/ No Phone number for text messages: \_\_\_\_\_

Which address should correspondence and statements be sent to: Home Email or both

May we correspond with by email? Yes/ No

Please check those that apply:

I authorize emails concerning my case  I authorize emails of general interest from Moisant Law

I authorize text messages concerning my case  I DO NOT authorize electronic communication

Place of employment: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address of employment: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Annual Salary \_\_\_\_\_

Spouses Name \_\_\_\_\_ (maiden) \_\_\_\_\_ DOB \_\_\_\_\_

Address (if different from yours): \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_

BEST Phone to reach you at: \_\_\_\_\_

Is there any individual who you give permission to release case information to? Yes /No

If so who? \_\_\_\_\_

Name and Phone Number of Two Friends/ Family Members who do not live at your residence:

1. \_\_\_\_\_

2. \_\_\_\_\_

What is the nature of legal representation you are seeking:

Criminal Divorce Child Support Modification Guardianship Personal Injury Will/Trust

Contract Review or Formation Debt Collection Defense Debt Collection Contract Dispute

Expungements Prenuptial Agreement Traffic Other: \_\_\_\_\_

What are you wishing to achieve through legal representation:

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

Are you currently represented by an attorney for any other legal issue: Yes/No

If yes, why are you seeking additional legal counsel:



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Referred by: \_\_\_\_\_ Found through Advertisement: \_\_\_\_\_

Internet \_\_\_\_\_ Other: \_\_\_\_\_

**PLEASE ACKNOWLEDGE EACH OF THE FOLLOWING IMPORTANT STATEMENTS**

1. I have completed this form as fully and accurately as possible.
2. I understand that Celeste J. England Attorney at Law, PLLC has not yet agreed to represent me, and that the purpose of submitting this Client Intake Form is for Celeste J. England Attorney at Law, PLLC to consider whether or not to represent me.
3. I understand that there are legal deadlines for filing and answering claims, and that Celeste J. England Attorney at Law, PLLC has not agreed to advise me of those deadlines based on the information in this Client Intake Form, and Celeste J. England Attorney at Law, PLLC does not agree to do anything on my behalf at this time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If an individual other than yourself is financially responsible please indicate there name here:

\_\_\_\_\_  
They will be required to sign a financial responsibility form