



V3.2 (revised March 2, 2011)

DATE:

____/____/____

Consultation Fee

- \$50.00 Paid
- or-
- \$[_____] Paid

Attached Client Bill of Rights Read and Signed

Attached Client Bill of Rights Received by Client

Presently In Litigation?

- Yes / No

Court Date:

____/____/____

SERVICE REQUESTED:

- Divorce
- Family Court
- Enforcement
- Modification
- Criminal Defense
- Other: _____

How were you referred to us?

Consultation Form

(Please complete both sides and read and sign both attached Client Bill of Rights prior to consultation)

Personal Information		<input type="checkbox"/> Have you resided in Erie County for the past two years?	
Name		Date of Birth	
Social Security Number		State of Birth	
Address			
Home Phone		Cell Phone	E-Mail
Employment Information			
Employer			
Work Address			
Work Phone		Position/Title	
Days/Hours	Salary	<input type="checkbox"/> Net	<input type="checkbox"/> Gross
Marital Information			
Date of Marriage		Place of Marriage	
<input type="checkbox"/> Religious Ceremony	<input type="checkbox"/> Civil Ceremony	Maiden Name of Wife	
<input type="checkbox"/> Previous Marriage	If so, to whom		
Terminated by <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Annulment			
Educational Information			
Institution		Highest Yr/Degree	
Opposing Party's Information		<input type="checkbox"/> Has the opposing party resided in Erie County for the past two years?	
Name		Date of Birth	
Social Security Number		State of Birth	
Address			
Home Phone		Cell Phone	E-Mail
Employment Information			
Employer			
Work Address			
Work Phone		Position/Title	
Days/Hours	Salary	<input type="checkbox"/> Net	<input type="checkbox"/> Gross
Marital Information			
Living Together? <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, when did you begin living separately?	
<input type="checkbox"/> Previous Marriage	If so, to whom		
Terminated by <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Annulment			
Educational Information			
Institution		Highest Yr/Degree	
Opposing Party's Attorney & Phone Number			

Description of Opposing Party (Process Service Purposes)

Height	Weight	Age	Hair	Race
<input type="checkbox"/> Moustache	<input type="checkbox"/> Beard	<input type="checkbox"/> Goatee	<input type="checkbox"/> Glasses	
Disability, if any				
Spouse's Vehicle (make/model)				
Vehicle Color			License Number	

Children (please provide full names)

Name	Age	D.O.B.	SSN
Name	Age	D.O.B.	SSN
Name	Age	D.O.B.	SSN
Name	Age	D.O.B.	SSN
Specify whether any child is employed or owns property:			

Marital Residence (if applicable) Own Rent

Address	
Date of Purchase	Purchase Price
Monthly Rent/Mortgage	Mortgage Remaining
Present Property Value	Property Equity
Taxes not included in payments	
Other Real Estate (please list)	

Vehicles Owned

Year/Model	Year/Model	Year/Model
Title Holder	Title Holder	Title Holder
Loan Balance	Loan Balance	Loan Balance

Miscellaneous

Please attach any legal papers regarding this matter now in effect and applicable, i.e. Separation Agreement, Complaint, Orders of Protection, Court Order(s), other:

Remarks

--

Retainer Quoted [\$_____]

STATEMENT OF CLIENT'S RIGHTS

Your attorney is providing you with this document to inform you of what you, as a client, are entitled to by law or by custom. To help prevent any misunderstanding between you and your attorney please read this document carefully.

If you ever have any questions about these rights, or about the way your case is being handled, do not hesitate to ask your attorney.

STATEMENT OF CLIENT'S RIGHTS AND RESPONSIBILITIES

1. You are entitled to be treated with courtesy and consideration at all times by your lawyer and the other lawyers and non-lawyer personnel in your lawyer's office.
2. You are entitled to have your attorney handle your legal matter competently and diligently, in accordance with the highest standards of the profession. If you are not satisfied with how your matter is being handled, you have the right to discharge your attorney and terminate the attorney-client relationship at any time. (Court approval may be required in some matters, and your attorney may have a claim against you for the value of services rendered to you up to the point of discharge.)
3. You are entitled to your lawyer's independent professional judgment and undivided loyalty uncompromised by conflicts of interest.
4. You are entitled to be charged reasonable fees and expenses and to have your lawyer explain before or within a reasonable time after commencement of the representation how the fees and expenses will be computed and the manner and frequency of billing. You are entitled to request and receive a written itemized bill from your attorney at reasonable intervals. You may refuse to enter into any arrangement for fees and expenses that you find unsatisfactory. In the event of a fee dispute, you may have the right to seek arbitration; your attorney will provide you with the necessary information regarding arbitration in the event of a fee dispute, or upon your request.
5. You are entitled to have your questions and concerns addressed promptly and to receive a prompt reply to your letters, telephone calls, emails, faxes, and other communications.
6. You are entitled to be kept reasonably informed as to the status of your matter and are entitled to have your attorney promptly comply with your reasonable requests for information, including your requests for copies of papers relevant to the matter. You are entitled to sufficient information to allow you to participate meaningfully in the development of your matter and make informed decisions regarding the representation.

7. You are entitled to have your legitimate objectives respected by your attorney. In particular, the decision of whether to settle your matter is yours and not your lawyer's. (Court approval of a settlement is required in some matters.)
8. You have the right to privacy in your communications with your lawyer and to have your confidential information preserved by your lawyer to the extent required by law.
9. You are entitled to have your attorney conduct himself or herself ethically in accordance with the New York Rules of Professional Conduct.
10. You may not be refused representation on the basis of race, creed, color, religion, sex, sexual orientation, age, national origin or disability.
11. You are expected to review the itemized bills sent by counsel, and to raise any objections or errors in a timely manner. Time spent in discussion or explanation of bills will not be charged to you.
12. You are expected to be truthful in all discussions with your attorney, and to provide all relevant information and documentation to enable him or her to competently prepare your case.

RECEIPT ACKNOWLEDGED:

Attorney's Signature

Client's Signature

____/____/_____
Date

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