

# O'NEILL AND BALDWIN, LLC

## GENERAL INFORMATION INTAKE SHEET

(CONFIDENTIAL)

### CONTACT INFORMATION:

Name: \_\_\_\_\_ Gender: M F  
(Last) (First) (Middle)

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

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

Phone: (c) \_\_\_\_\_ Email: \_\_\_\_\_

### PERSONAL INFORMATION:

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ Drivers License #/State \_\_\_\_\_

Employer: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Person Always Knowing How to Reach You: \_\_\_\_\_

(Their Address)

(Their Phone and Email)

Referred By: Friend/Family Member: \_\_\_\_\_; FindLaw; Yodle; LawInfo

### OPPOSING PARTY INFORMATION:

Name(s) (Please list *all* last names): \_\_\_\_\_ Gender: M F

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ Drivers License #/State \_\_\_\_\_

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

Phone: (c) \_\_\_\_\_ Email: \_\_\_\_\_

Employer Info: \_\_\_\_\_  
(Name) (Address) (Phone)

### NOTICE:

You will be charged for this consultation at the rate of \$250 per hour, prorated to the tenth of the hour (6 minutes). THE CONSULTATION FEE IS DUE AT THE TIME OF YOUR APPOINTMENT. We accept Visa and MasterCard. *We do not represent you until both the consultation fee and initial retainer fee are paid.*

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

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### FOR OFFICE USE ONLY (Initial)

CONFLICT CLEAR: \_\_\_\_\_ DATES CONF'D & CAL'D: \_\_\_\_\_ OUTCOME: RETAINED \_\_\_\_\_ CAL'D F/U \_\_\_\_\_

CASE TYPE: DOMESTIC RELATIONS \_\_\_\_\_; CRIMINAL DEFENSE \_\_\_\_\_; OTHER/NOTE \_\_\_\_\_.