

DURRETTE, ARKEMA, GERSON & GILL PC
ATTORNEYS AT LAW

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POTENTIAL NEW CLIENT INTAKE FORM

(Please print this form out and return it by fax or email)

Name and Address: _____

Phone: _____ **Cell Phone:** _____

Email Address: _____

Do you want your invoice mailed or emailed to you? _____

Briefly describe your legal issue:

Have you been represented by another firm for this issue? _____

Please list all Friendly parties and Adverse parties related to your case:

Friendly Parties: _____

Adverse Parties: _____

The purpose of this initial consultation is to determine if our firm can assist you with your legal needs, to inform you about the services our firm provides, and to discuss the potential agreement for the provision of legal services and the formation of an attorney-client relationship. This initial consultation does not create an attorney-client relationship and does not mean our law firm will act as your legal counsel.

After the initial consultation, if your case or matter is accepted, we will provide you with a written agreement which will set forth the terms and conditions for our legal services. Upon receipt of a signed agreement by you, and the required retainer amount (if any), the attorney-client relationship will commence.