

Office Use

Conflict Ck. _____
Fee Agrmt _____
Client List _____
Eng. Letter _____

File Type

Open _____
Misc. _____
Pending _____

MILLER | BUTLER

Andrew R. Miller - Stephen W. Butler - Mary M. White Schneider - Kristin L. Pawlik - George M. Rozzell
John E. Baureis - Victoria Hargis Bruton - Jenna Fogleman Saifi - Maggie Geren Hurt - Alicia M. Canfield - Kate Rideout Hill
Chandler N. Bray - David W. Lee - Ryan R. Jackson - Katelynn Bookout

Date: _____

New Client ☐ Yes ☐ No

Name: _____

Address: _____

Soc. Sec. No.: _____ - _____ - _____

Date of Birth: _____ / _____ / _____

Employment: _____

Phone: Home: _____

Work: _____

Name: _____

Mobile: _____

Soc. Sec. No.: _____ - _____ - _____

Email: _____

Date of Birth: _____ / _____ / _____

If you have a social media account, please list:

Employment: _____

(Facebook, Twitter, etc.): _____

Your Job Title: _____ Your Job Duties: _____

Are you Hourly or on Salary? _____ Are you paid overtime? Y / N How often are you paid? _____

Are you owed any unpaid wages? (example: hours worked off clock, unpaid commissions, expenses, etc.) _____

In order to better serve you, may we have a brief description of the situation or legal matter which you wish to discuss with the attorney? _____

Adverse/Opposing Party: _____ Address: _____

Opposing party's Attorney: _____

How did you hear about us? ☐ Family/Friends ☐ Website ☐ Facebook ☐ Other Attorney: _____

☐ Other _____

Preferred Method of Payment: _____ Check _____ Cash _____ Visa/Mastercard/Amex

OFFICE USE ONLY

Estimated Fee: \$ _____

Estimated Costs: \$ _____

Consultation Fee: \$ _____

Flat Fee: \$ _____

Retainer: \$ _____

Apply to Retainer: \$ _____

Interoffice Referral: _____

Thank You Letter _____

Engagement Letter _____

Denial Letter _____

Matter Title: _____ Attorney: _____