



LEGAL INTAKE QUESTIONNAIRE

STATE PERSONNEL BOARD

Client information

Full Name: _____

Email Address: _____

Phone Numbers: _____

Address: _____

County/City/State: _____ Zip Code: _____

Date of Birth: _____

1. Please describe the type of appeal or matter you believe belongs before the SPB?



2. Have you already filed an appeal or request with the SPB?

YES

NO

If yes, what date was your matter filed?

3. Do you have any pending deadlines or hearings already scheduled with the SPB?

(If yes, please provide a copy of the notice of said hearing dates or deadlines upon submission of this form)

YES

NO

4. If you are appealing a disciplinary action or rejection from probation what was the effective date of the action against you?

5. Are you presently represented by a union or legal counsel for your SPB matter?

YES

NO

If yes, please identify the union/attorney and explain why you are seeking new representation.

6. Have you consulted with any other attorneys prior to contacting our office?

YES

NO

If yes, please explain why you elected not to retain them or they declined to represent you (if you know).

PLEASE READ THIS, IT IS IMPORTANT:

By submitting this potential client intake form you are not establishing an attorney-client relationship with GRT. We are making no commitment to take your case and we are not taking any action on your behalf. In the event that we might be interested in taking your case we will communicate with you further and gather more information. No attorney-client relationship will exist if and until you and GRT execute a comprehensive attorney-client retainer/fee agreement.

NOTE: GRT DOES NOT DO FREE OR NO COST CONSULTATIONS OR EVALUATIONS IN MOST CASES.

I HAVE READ AND I FULLY UNDERSTAND THE NOTICE UPON THIS INTAKE FORM.

SIGNATURE: _____

DATE: _____

ADDITIONAL INFORMATION

REDWOOD CITY
888 993 1600

GOLD RIVER/SACRAMENTO
916 851 1900

MODESTO
209 491 4800

FRESNO
559 268 7768

SAN FRANCISCO
888 993 1600