



LEGAL INTAKE QUESTIONNAIRE

LABOR & EMPLOYMENT

Client Information:

Full Name: _____

Email Address: _____

Phone Numbers: _____

Address: _____

County/City/State: _____ Zip Code: _____

Date of Birth: _____

1. Are you contacting us on behalf of yourself or someone else?

2. Please generally describe the current circumstances for which you are seeking legal assistance.

3. Are there any deadlines you are aware of which presently apply to your legal matter?

Yes No

4. Are you currently employed?

Yes No

5. Are you presently on probation?

Yes No

6. Are you represented by a union, and if yes, which one?

Yes _____
(Name of union)

No

7. Are you contacting us about a pending disciplinary action?

If disciplinary action has already been imposed, please answer the following: What is the effective date? _____

Do you have an appeal process that applies to you?

Has an appeal been timely requested?

Yes No, what is the deadline _____

8. Have you consulted with any other attorneys prior to contacting our firm?

Yes No

9. Are you a union officer or director?

Yes No

10. Are you seeking assistance on behalf of your union or your union executive board?

Yes No

11. Please list the names/positions of all defendants or involved parties to your appeal case i.e offending persons, supervisors or managers, subordinate employees etc.

12. Provide any other relevant or important information about your legal needs below.

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