

CLIENT INFORMATION SHEET

Today's Date _____

1. PERSONAL INFORMATION

Name: _____
Last First Middle Alias

Birth Date: ___/___/___ SSN: ___-___-___ DL#: _____

Address: _____

_____ City ST Zip Code

Home Ph #: (____) _____ Cell #(____) _____

Email Address: _____

Who may we contact in case of an emergency?

Relationship to you? _____ Phone # _____

2. EMPLOYMENT

Current Employer: _____ Job Title _____

Work Address: _____

Work Phone # _____ May we contact you at work? Yes ___ No ___

Length of employment _____ Gross salary _____

3. YOUR CURRENT CHARGE

What crime are you accused of? Misdemeanor Or Felony

Charge: _____

Cause No: _____

Court: _____

Was any statement given to the police?

Yes _____ No _____

Was arrest made with a warrant?

Yes _____ No _____

Was searched made with a warrant?

Yes _____ No _____

Was anyone else arrested?

Yes _____ No _____

If so what were their names and what charges were filed against them:

Who represents the co-defendant(s) in this case, if any? _____

Have you spoke with any other attorney on this matter? Yes _____ No _____

Are there any other criminal charges pending against you? Yes _____ No _____

Are you presently a party or involved in any other law suits that are civil in nature? Yes _____ No _____

4. **PREVIOUS CRIMINAL HISTORY** (Please provide any previous charges or convictions)

CHARGE	SENTENCE RECEIVED	YEAR
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. **THE OFFENSE** (What are you accused of today?)

Date of Offense: _____

Date of Arrest: _____

Arrest made by: _____

Bond made by: _____ **Amount:** _____

Number of hours/days spent in jail: _____

6. *FACTS (Please provide any additional information or facts helpful to your case)*
