

# CONFIDENTIAL CLIENT INTAKE SHEET

Please fill out this intake sheet as completely as possible. All information provided will remain confidential. If you do not understand a section, skip over it at the present time and we will review it later. Some sections may not apply to your situation. You may simply leave those sections blank.

**Name:** (first): \_\_\_\_\_ (middle): \_\_\_\_\_ (last): \_\_\_\_\_

**Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Telephone Number:** (Home) \_\_\_\_\_ (Work): \_\_\_\_\_

(Pager) \_\_\_\_\_ (Cell): \_\_\_\_\_

(Email) \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Marital Status:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_ State: \_\_\_\_\_ CDL: (Yes or No): \_\_\_\_\_

**Date of Occurrence:** \_\_\_\_\_

**Location of Occurrence:** \_\_\_\_\_ (County): \_\_\_\_\_

**Description of Occurrence:** \_\_\_\_\_

**Next Court Date:** \_\_\_\_\_

Please let us know how you heard about the Law Office of Jeff Tomczak.

\_\_\_ Previous client

\_\_\_ Referral from family or friend

\_\_\_ SBC Yellow Pages

\_\_\_ Home Pages

\_\_\_ Yellow Book USA

\_\_\_ Dex Knows

\_\_\_ Internet/Website

\_\_\_ Other (please specify) \_\_\_\_\_