

213 E. OKLAHOMA AVE GUTHRIE, OK 73044 WWW.DUELLAW.COM | 405.466.7529

Prospective Client Questionnaire

Full name:				
Email address:				
Home address:				
Mailing address:				
Personal phone:				
Website (if any):				
Name of employer:				
Position:				
Work address:				
Work phone:				
Work email:				
Spouses name:				
How do you prefer to be contacted (check one): Phone				
Opposing party name:				
Opposing party address:				
Name of associated and/or related parties:				
Name of current opposing counsel:				
Please state briefly the nature of the problem you wish to discuss v	with this office:			
Please check type of legal category that applies:				
☐ Auto Accident	☐ Family Law			
☐ Personal Injury	☐ Lawsuit			
☐ Criminal Issue	Real Estate			
☐ Estate Planning or Wills	□ Other			
Have you or any member of your family been seen by anyone in this office? Yes: or No:				
How were you referred to this office?				
☐ Friend	☐ Bar Referral			
☐ Former Client	☐ Court Assignment			
☐ Advertising	□ Other Lawyer			
□ Website □ Other				
TO BE SIGNED ONLY IF REPRESENTATION IS DECLINED:				
"I understand that no legal relationship was created by my visit because representation was declined."				
Signature:				
-				

To Be Filled Out By Office				
Initial Interview Date:	Engagement Letter:		First Appearance Due:	
Initial Interviewer:				
Client Referred By:			Litigation Plan Completed:	
Type of Case:			Clio Task List Assigned:	
Conflicts Check:	SOL Deadline:		Disengagement Letter Sent:	
Referrer Letter Sent:	Deadlines Docketed		Added to Christmas List:	
Non-Engagement Letter:				
			_	
Fee Type:				
C – Contingency: F			T- Time/Expense:	
	Billing Fr	eauency•		
M-Monthly	Q – Quarterly		lly O – Other	
•			•	
Additional Notes/Instructions:				
	 			
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