

# Law Offices of Howell & Howell, A.P.C.

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## NEW CLIENT CONSULTATION/INTAKE FORM

Welcome to the Law Offices of Howell & Howell, A.P.C.. A consultation on your legal matter will be free for the first 30 minutes. After the initial 30 minutes has expired, you will be expected to pay the hourly rate of the attorney you are consulting with: Leslie K. Howell = \$275/hour; Robert L. Howell = \$250/hour. If you retain our firm during the interview, time spent after the free 30-minute consultation will be charged to you on your first billing statement.

In order for us to make the most of your 30 minute consultation and to help us make sure we inform you of your rights and obligations, please take the time to fill out the form below.

If you are seeking a consultation for a matter other than divorce or paternity, then fill this form out to the double bold line and read the section about retainer agreements on page 4.

**PLEASE NOTE:** A consultation is only intended to assess your legal matter and present you with options you might have under the law. No guarantees are made as to any assessment of your legal matter made by the attorneys of The Law Offices of Howell & Howell, A.P.C.. Further, The Law Offices of Howell & Howell, A.P.C. are prohibited by law from giving you in depth legal advice until such time as you have signed a retainer agreement and paid a retainer fee. We accept cash, checks, MasterCard, Visa and American Express.

Please initial that you understand the terms of this consultation: \_\_\_\_\_

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HOW DID YOU HEAR ABOUT US:      REFERRAL/FRIEND      REFERRAL/ATTORNEY

ATTORNEYPAGES.COM      YELLOW PAGES      INTERNET

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NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

SPOUSE'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

SPOUSE'S ATTORNEY: \_\_\_\_\_

GIVE A BRIEF EXPLANATION OF YOUR LEGAL MATTER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IS THERE AN EXISTING CASE: FAMILY LAW: # \_\_\_\_\_ CHILD SUPPORT: # \_\_\_\_\_

RESTRAINING ORDER: # \_\_\_\_\_ OTHER: \_\_\_\_\_

DO YOU CURRENTLY HAVE AN ATTORNEY: YES: \_\_\_\_\_ NO: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_

DATE OF MARRIAGE: \_\_\_\_\_

DATE OF SEPARATION: \_\_\_\_\_

HOW LONG HAVE YOU BEEN TOGETHER: \_\_\_\_\_

IS THIS A PATERNITY ACTION; YES NO

CHILD 1: \_\_\_\_\_ AGE: \_\_\_\_\_ DOB: \_\_\_\_\_

CHILD 2: \_\_\_\_\_ AGE: \_\_\_\_\_ DOB: \_\_\_\_\_

CHILD 3: \_\_\_\_\_ AGE: \_\_\_\_\_ DOB: \_\_\_\_\_

CHILD 4: \_\_\_\_\_ AGE: \_\_\_\_\_ DOB: \_\_\_\_\_

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DO YOU OR YOUR SPOUSE OWN A BUSINESS;      SELF      SPOUSE      BOTH

WHEN WAS THE BUSINESS FORMED: \_\_\_\_\_

THE BUSINESS IS: CORPORATION      SOLE PROPRIETOR      PARTNERSHIP

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_ SALARY: \_\_\_\_\_

SPOUSES EMPLOYER: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_ SALARY: \_\_\_\_\_

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OWN HOME;      YES      NO      HOME PURCHASED WHEN: \_\_\_\_\_

OTHER REAL PROPERTY OWNED TOGETHER: \_\_\_\_\_

VEHICLES, BOATS AND TRAILERS: \_\_\_\_\_

DO YOU HAVE A PENSION/RETIREMENT PLAN:      YES      NO

DOES YOUR SPOUSE HAVE A PENSION/RETIREMENT PLAN:      YES      NO

DO EITHER OF YOU OWN STOCKS/SECURITIES:      YES      NO

HAVE YOU OR YOUR SPOUSE RECEIVED MONEY OR PROPERTY AS A GIFT OR

INHERITANCE:      YES      NO

ARE YOUR BANK ACCOUNTS:      JOINT      SEPARATE      BOTH

LIST BANKS WHERE YOU HOLD ACCOUNTS/ACCOUNT NUMBERS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU BELIEVE YOUR SPOUSE WILL AGREE OR DISAGREE ON THESE ISSUES:CHILD CUSTODY:            AGREE                    DISAGREECHILD VISITATION:        AGREE                    DISAGREECHILD SUPPORT:          AGREE                    DISAGREESPOUSAL SUPPORT:        AGREE                    DISAGREEDIVISION OF REAL PROPERTY ASSETS:        AGREE                    DISAGREEDIVISION OF PENSIONS/RETIREMENT:        AGREE                    DISAGREEDIVISION OF OTHER ASSETS:                    AGREE                    DISAGREE**RETAINER AGREEMENTS and FEES:**

The information on the form will assist the attorney in assessing your legal matter so that he/she can estimate the complexity of your case and the time your matter will take to complete. Based on the attorney's best judgment, The Law Offices of Howell & Howell, A.P.C. will ask you to sign a retainer agreement, acknowledging that The Law Offices of Howell & Howell, A.P.C. represent you in your legal matter, and will require you to pay a retainer fee in order for them to represent you.

A retainer fee is an advance payment for the work your attorney will do. The money is placed in a client trust account and withdrawn as the attorney works on your case and earns their fees. If your case is settled before all the funds from your retainer are expended, then you will be entitled to a refund of those funds. If your retainer is expended to within \$500 of the initial fee and your case is ongoing, then you will be obligated to replenish your retainer fee in the amount of the initial retainer.

Please initial that you understand the terms of retainer agreements and fees: \_\_\_\_\_