



LAW AND MEDIATION OFFICES OF KELLY CHANG

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Please take time to complete this form before we meet. Please be as specific as you can. The purpose of an initial consultation is for you to discuss your case with me and obtain legal advice on your matter. The fee for an initial consultation is **\$500 per hour**. If your case involves complex issues such as custody and/or property division, we recommend scheduling 2 hours. Payment is required prior to the meeting. If we decide to work together, we will enter into a written fee agreement, which spells out our responsibilities, and an advance retainer (which ranges from \$5,000 for limited scope/consulting attorney, and \$10,000-\$25,000 for traditional representation) will be required.

We reserve the right to decline representation after your initial consultation.

Rules for Consultation

1. Please do not bring your children to your consultation.
2. Please do not bring any third parties to your consultation unless you are aware that there will be no attorney/client privilege for the conversation that occurs. In other words, the consultation will no longer be private and can be discoverable in court.
3. If you do not use your entire consult time, I will allow a reasonable time, not to exceed 48 hours, to answer any follow-up questions via email.
4. Keep in mind that we have not been hired as your attorneys and we **DO NOT** represent you until there has been a signed written agreement after our initial consult. To protect your privacy, we shred your intake form if not retained within 48 hours, and do not keep copies.

***I agree to pay for today's consultation. If I cannot make my appointment, I agree to notify your office of my cancellation at least 24 hours in advance. If not, I understand I will be charged regardless.*

Date: _____

Signature: _____

1. Full Name:
2. E-mail address:
3. Address:
4. Telephone Numbers:

5. Marital Status:
6. Do you have an attorney? If so, who?
7. Other party's name (Important for conflict check):
Does the other party have an attorney? If so, who?
8. Have any papers been filed with the court? Yes No
9. Case #
10. Date of Marriage (need exact date)
11. Length of Marriage
12. Date of Separation
13. Children. (Name, age, DOB)

14. Do you have custody?
What is your desired custody situation?
Do you have plans to move out of the local area?

15. Your Current Employer, if any:

Address:

Phone:

Position:

Date started:

Salary/Earnings:

16. Other Party's Employer, if any:

Name:

Address:

Phone:

Position:

Prospective Client Intake Form
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Date started:

Salary/Earnings:

17. Current location and living situation for both (include sources of support).

18. PROPERTY: For each item of Community or Separate Property listed below, indicate Description, Date of Acquisition, Present Location, Source and Nature of Consideration, Purchase Price, Current Fair Market Value and Encumbrances:

Community Property: _____

Client's Separate Property: _____

Spouse's Separate Property: _____

19. Any prenuptial/post-nuptial agreements?

Any challenges?

20. Current relationship status (amicable? contentious?)

21. History of violence (please note our firm does not handle restraining orders – we will refer you if there is violence)

22. Are there any issues you are concerned about?

23. Would you like to consider marriage counseling or mediation?

24. How did you hear about the Law and Mediation Offices of Kelly Chang?

THANK YOU! SOMEONE WILL CONTACT YOU SHORTLY TO MAKE AN APPOINTMENT.