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CREIGHTON SHATFORD

LAWYERS & NOTARIES

CLIENT INTAKE

Dear Sir/Madam,

Thank you for considering the legal services of Creighton Shatford. Please fill out this form as accurately as possible so that we can determine if, and how, we may assist you.

While we value all of our prospective clients, there are certain matters that we are unable to assist with. For example, we would not be able to act in cases where:

- there is a conflict of interest;
- the legal problem involves an area of law that we do not practice; or
- the legal problem is situated in a jurisdiction we do not practice in.

Client Contact Information

Full Name

- First name: _____
- Middle name(s): _____
- Last name: _____

Other names that you are known by: _____

Date of birth: _____

Occupation: _____

Estimated annual income: _____

Address

- Address line 1: _____
- Address line 2: _____
- City: _____
- Province: _____
- Postal code: _____
- Country: _____

Telephone Number

- Home: _____
- Work: _____
- Cell: _____
- Fax: _____

Email

- Home: _____
- Work: _____

Matter Description

Issue: What would you like legal assistance with?

(For example: drafting a will, defending criminal charges, divorcing a spouse, incorporating a company, selling your business, suing someone.)

For Family Law Matters Only:

Spouse/Other party

- First name: _____
- Middle name(s): _____
- Last name: _____

Other names that they are known by: _____

Date of birth: _____

Occupation: _____

Estimated annual income: _____

Date of marriage: _____

Place of marriage: _____

Date of separation: _____

Children

Full names

Date of birth

Full names	Date of birth

Stage of Matter

Prior Counsel

Have any other lawyers acted for you on this matter? Please provide their names and contact information.

- Business name: _____
- Name and position of any office contact person(s): _____
- Company name: _____
 - Unit/Suite/Apt: _____
 - PO Box: _____
 - Street: _____
 - City: _____
 - Province: _____
 - Postal Code: _____
 - Country: _____

Past Appearance

Have you ever attended court, board, tribunal, or mediation appearance(s) for this matter? If so, what happened?

Next Appearance

What is the date, time, and location of your next appearance?

Date: _____

Time: _____

Location: _____

Related Parties

Parties

Please provide the names and contact information for any parties that are related to your matter. For example, the person you want to sue, the person who is suing you, co-accused(s), or the spouse you wish to divorce.
