



**Nnaka & Associates,
Chartered.**

A FULL SERVICE LAW FIRM



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Client Intake Sheet

Personal Information:

Name: _____

DOB: _____

SS#: _____

Address: _____

Driver's License Number: _____

Phone Number: _____

Work Phone: _____

Employer: _____

Occupation: _____

Address of Employer: _____

Legal Problem:

Briefly describe why you are seeking our legal services:

Were there any witnesses of the event: **Y** or **N** If yes, please fill out the following:

A. Witness #1:

Name: _____ Relationship: _____
Phone Number: _____
Address: _____

B. Witness #2:

Name: _____ Relationship: _____
Phone Number: _____
Address: _____

Have you ever been a part of any legal proceedings prior (List all prior criminal and civil cases. Please briefly describe each event and provide the court in which the suit was filed, the case number and the final outcome):

- A. _____

- B. _____

Miscellaneous:

How did you hear about our firm: _____

If referred, who referred you: _____

If through an advertisement, which one (i.e. yellow pages, newspaper, etc.)

Attorney Notes:

