



**Nnaka & Associates,
Chartered.**

A FULL SERVICE LAW FIRM



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HARASSMENT INTAKE FORM

Contact Information

First Name _____

Middle Name _____

Last Name _____

Date of Birth _____

Company _____

Emails _____

Addresses _____

Street Address _____

Country _____

City _____

Province/Region _____

Zip/Postal Code _____

Phone Numbers _____

Gender _____

Social Security Number _____

Driver's License Number _____

Marital Status _____

Are you currently employed? _____

How were you referred to our law firm? _____

If our law firm ends up representing you in this matter, will you be the person who pays the legal fees?

Briefly explain what you may need advice about or assistance with today (summary of potential case):

Who is your complaint against?

What was your date of hire?

In what position were you hired?

Employer at the time of Discrimination or Harassment?

Job Position/Title at Time of Discrimination or Harassment?

Employer's Address?

Description of Harassing or Discriminatory Actions Taken Against You?

Date(s) of Harassment or Discrimination

Who harassed you or discriminated against you?

What is that person's job title or description? Is he or she considered to be your supervisor?

Was a written report made? If yes, do you have a copy?

What is the Employer's normal policy/practice in a situation such as yours, if applicable?

Who was your immediate supervisor at the time?

Has the same or similar thing happened to anyone? Was it dealt with differently. Please explain?

Was the incident investigated?

If Yes, does it contain an anti-harassment or anti-discrimination policy?

Did your employer or former employer have a grievance/complaint procedure and if so, did you follow it? Please describe what you did and what they may perceive you did not do?

Was anyone else present at the time of the discriminatory or harassing act?

Is there anything else you believe may be relevant (whether positive or negative) that we should know and consider in evaluating your claim or in possibly representing you?

Did you report the harassment or discrimination to anyone? If Yes, to whom? What was their response?

Have you ever seen a copy of an anti-harassment or anti-discrimination policy in your workplace? If yes, explain?

Since the harassment or discrimination, have you spoken or had any contact with the person who harassed you or discriminated against you? If yes, explain?

Have you ever been disciplined by your employer, for any reason? If yes, explain?

Have you ever been harassed or discriminated against in other employment? Has a lawsuit been filed by you? _____

Ideally, if things turn out precisely the way you want, what would the outcome be?

Knowing that there are no guarantees, what can you accept?

Are we the first attorneys you have consulted regarding this matter? _____

Have you ever been represented by an attorney before? _____