

# Apex Law Service Client Intake Form

Name: \_\_\_\_\_

Phone 1: \_\_\_\_\_

Phone 2: \_\_\_\_\_

Fax: \_\_\_\_\_

Email 1: \_\_\_\_\_

Email 2: \_\_\_\_\_

Basic Case Scenario:

Attorney Client Retainer Agreement and Assignment Signed: \_\_\_\_\_

Apex Law Service Retainer Agreement signed with Attorney Client: \_\_\_\_\_

Blank Assigned Attorney Client Contract Signed between Parties: \_\_\_\_\_

# of Apex Law Service Independent Paralegal Contractor Agreements Signed: \_\_\_\_\_

Paralegals: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Apex Law Service Retainer Collected: Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Attorney Retainer Collected: \_\_\_\_\_

Notes: