



Initial Client Consultation Form

Welcome to our law firm. Please take a few minutes to read this Consultation Form and to answer the questions truthfully and completely. The information that you give us will not be disclosed to anyone outside of this office, except in the course of rendering legal services on your behalf, or unless otherwise required by law.

Bienvenidos a nuestra oficina de abogados. Por favor tome unos minutos para leer esta forma de consulta y para responder a las preguntas con la verdad y completamente. La informacion que nos da no sera revelada a nadie fuera de esta oficina, excepto en el curso legal de representacion atendido en su nombre o a menos que sea requerido por la ley.

CLIENT INFORMATION

Date

Citizenship:

Name

Address

City/State/Zip

E-mail

Main Phone

Alternate Phone

Driver's License

Date of Birth

Social Security

Where do you work?

Job Title

Work Phone

Work Address

Work City/State

_____ I understand that I will not be represented by the law firm unless I pay the retainer fee and make continuous monthly payments until my balance is completely paid off.

Yo entiendo que la oficina de abogados no me representara hasta que pague el gago principal y yo continuare a dar pagos mensuales hasta que se pague por completo el balance de mi cuenta.

_____ I understand that generally all retainers are non refundable. Engeneral, *yo entiendo que no hay devolucion de el pago principal a la oficina.*

_____ I understand that it is my responsibility to immediately notify the firm of any change in the contact information listed above. *Entiendo que es mi responsabilidad notificar esta officina de cualquier cambio en la informacion de contacto indicada arriba.*

HOW CAN WE HELP YOU?

Which of our services are you interested in?

Services	Criminal Law	Civil Law	Family Law
	Contract Issue	Wills / Probate	Employment Law
	Other		
If Criminal -	State - Felony	State - Misdemeanor	
	Federal - Drug	Federal - Other	
If Family -	Divorce	Child Custody	Child Support
	Parental Rights	Adoption	Child Visitation
	Other		
Do you have a Cause Number for your case?			

HOW DID YOU HEAR ABOUT US?

Method (Check all that apply)	AVVO.com	Findlaw.com	Lawyers.com
	Facebook.com	Law Firm Website	Former Client
	On-Line Ad	NOLO.com	Internet Research
	Other		
Who brought your attention to our Firm	Randy Ortega, J.D.	Bill McGlashan, J.D.	
	Bill D. Hicks, J.D.	Gabe Perez, J.D.	
	Tobias Munoz (Paralegal)	Rick Ortega (Paralegal)	
	Other		
Referred by			

**** FOR OFFICE USE **** DO NOT WRITE BELOW LINE ****

Non-Refundable Retainer: \$ _____

Filing Fees: \$ _____

Total Charges Today: \$ _____

Total Fee: \$ _____

Monthly Payment: \$ _____

Staff Member Name: _____

NOTICE TO PROSPECTIVE CLIENTS:

Thank you for considering the law firm of ORTEGA, MCGLASHAN, HICKS & PEREZ, PLLC to address your legal needs. Your appointment today will be with one of our team members who are the legal assistants or investigators working with the attorneys. The team member will provide you with general information regarding the legal process, costs of potential representation and general information about the Firm. Please remember that legal assistants and investigators cannot provide you with legal advice on what action you should take in regards to your case. You have the option to meet with one of the Attorneys in this Firm. If you exercise this option you will most likely have to be rescheduled for a later date. The team member will take down the basic facts of your case, your goals and will be able to quote a price for representation. They will take your information to one of our attorneys who will then review your case. All legal decisions on your case, should you decide to retain our services, are made by an attorney. Please note that the firm does reserve the right to refuse representation to anyone.

This firm is currently comprised of four lawyers: Mr. Randolph J. Ortega, Mr. William B. McGlashan, Judge Bill D. Hicks (Former District Court Judge), and Mr. Gabriel S. Perez. If you decide to retain the firm, and we are able to reach an agreement on representation, then you will have a primary attorney assigned to your case. Please note that although you will be working primarily with one attorney on your case, when you retain ORTEGA, MCGLASHAN, HICKS & PEREZ, PLLC, we reserve the right to enlist the assistance of any and ALL of the attorneys, legal assistants and investigators practicing within the firm to effect the best possible outcome on your case. It is also possible that at times, your primary attorney may not always be available for all court settings or appointments, thus resulting in one of the other attorneys appearing to handle that hearing or setting.

Because we focus on having our attorneys in court representing our clients, and not in the office working on files, if you want to meet with your primary attorney, we discourage your coming into the office without an appointment. Please schedule an appointment in order to speak with your primary attorney.

REPRESENTATION: Any and all information exchanged in today's meeting is confidential and is covered under the attorney-client privilege regardless of whether you meet with an attorney or one of our team members. Should we enter into a relationship, there are fees and retainers associated with representation. Failure to comply with the financial contractual obligation of the client to the firm will result in the firm withdrawing from representation of you on any matter that we have been retained to represent you on.

Please know that we value you as a person and as a client. We understand that the issue(s) that has brought you to the office today is most likely a very personal issue and one that has disrupted your life. Please understand that the firm has many clients that all have the same interests in their own cases. When you contact the office to discuss some point about your case, your communication may be answered by a legal assistant. If you want to speak to your attorney, please make an appointment to meet with him.

If you have any questions about what is discussed above, please ask. We look forward to meeting with you!

Randolph J. Ortega
Bill D. Hicks

William B. McGlashan
Gabriel S. Perez

I have read
the above:

