



# ABUTAIB SHAHRIYAR SYED

★ ATTORNEY AT LAW ★



## New Client Intake Form

Thank you for your interest in SYED LAW PLLC. This form is used to collect information about potential new clients and is used for internal purposes only. The information you provide is confidential and will be treated accordingly.

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

Home Address: \_\_\_\_\_

City/Township: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ I agree to receive SMS by checking the box

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Employer: \_\_\_\_\_ Your Occupation: \_\_\_\_\_

Marital Status:  Married  Single  Widowed  Divorced

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

Employer: \_\_\_\_\_ Spouse Occupation: \_\_\_\_\_

How did you learn about our firm?

Personal Referral  Internet  Other

Name of referring person:

\_\_\_\_\_

Brief Summary of Legal Issue:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

**NOTICE ABOUT ATTORNEY-CLIENT RELATIONSHIP**

The purpose of this initial consultation is to determine if SYED LAW PLLC can assist you with your legal needs, to inform you about the services our firm provides, and to discuss the potential agreement for the provision of legal services and formation of an attorney-client relationship. This initial consultation does not create an attorney-client relationship and does not mean SYED LAW PLLC will act as your attorneys. After the initial consultation, if your case/matter is accepted by SYED LAW PLLC and you desire to retain SYED LAW PLLC as your attorneys, we will provide you with a written fee agreement which will set forth the terms of the agreement for legal services. Upon receipt of the signed fee agreement and the required retainer, we will begin to act as your attorneys.

Your legal rights may be affected by laws that place time restrictions on certain legal claims or may be otherwise affected if prompt action is not taken. If SYED LAW PLLC does not accept your case/matter or you decide not to retain our services you should seek alternate legal counsel immediately to ensure that your legal rights are not affected. SYED LAW PLLC WILL NOT TAKE ANY ACTION ON YOUR BEHALF PRIOR TO RECEIPT AND ACCEPTANCE BY OUR LAW FIRM OF A SIGNED FEE AGREEMENT AND REQUIRED RETAINER FEE.

**I HEREBY ACKNOWLEDGE THAT I HAVE READ THE FOREGOING NOTICE AND UNDERSTAND THAT SYED LAW PLLC WILL NOT ACT AS MY ATTORNEYS OR TAKE ANY ACTION ON MY BEHALF UNLESS AND UNTIL A WRITTEN FEE AGREEMENT SIGNED BY BOTH PARTIES AND THE REQUIRED RETAINER FEE ARE RECEIVED AND ACCEPTED BY OUR LAW FIRM.**

Date: \_\_\_\_\_

Signature:

\_\_\_\_\_  
  
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