



Email: Dana@DanaAdkinsLaw.com

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PROSPECTIVE CLIENT INTAKE FORM

1. Date: _____
2. Name: _____
3. What are your legal concerns today?
_____ Separation _____ Divorce _____ Custody
_____ Child Support _____ Modification of Prior Court Order
_____ Adoption _____ Other: _____
4. How did you hear about our office? _____
5. Have you consulted any other attorneys in regard to this matter? If yes, please indicate the attorney's name and when you spoke to them. _____
6. Current Address: _____
7. How long at this address? _____ May we send correspondence to this address? _____
8. Email: _____
**Please do not list an email address that might be accessed by an adverse party. Clients are encouraged to create a new password and/or email account for the purpose of communicating with our office.*
9. Home Phone: (_____) _____
a. May we contact you at this number? _____ May we leave messages at this number? _____
10. Cell Phone: (_____) _____
a. May we contact you at this number? _____ May we leave messages at this number? _____
11. Name of Employer: _____ Position: _____
12. Dates of Employment: _____ Annual Salary: _____

(843) 486-2442

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460 King Street

Suite 3 Charleston,

SC 29407

13. Business Phone: (_____) _____ May we contact you at work? _____

14. Please list any other _____ sources of income:

15. Have you ever served in the military? _____ If yes, please list dates of service: _____

16. If documents have been filed with the court in regard to this matter:

a. Have you been served? _____ If yes, when? _____

b. Is a hearing scheduled in this matter? If so, when? _____

17. Opposing Party's Name:

a. Current Address: _____

b. How long at this address? _____

c. Name of Employer: _____ Position: _____

d. Dates of Employment: _____ Annual Salary: _____

e. Is the opposing party currently represented by an attorney? _____ If yes, list name of attorney and firm (if known): _____

18. Please list the name(s), birthday, and sex of any children from **THIS** relationship:

Name	Date of Birth	Sex

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19. Do either your or the opposing party have child(ren) from a prior relationship? _____

20. Date of Marriage: _____ Date of Separation: _____

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