

TODD CLEMONS & ASSOCIATES  
A PROFESSIONAL LAW CORPORATION  
1740 RYAN STREET  
LAKE CHARLES, LA 70601

GENERAL CIVIL INFORMATION SHEET

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

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

Phone Number: \_\_\_\_\_

DOB: \_\_\_\_\_ SS#: XXXX-XX-\_\_\_\_\_

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

City, State and Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_

Your Position: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

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

Spouse's Employer: \_\_\_\_\_

Spouse's Employer Telephone: \_\_\_\_\_

Emergency Contact(s), (Name) (Relationship) (Telephone): \_\_\_\_\_

Names of Associated and/or Related Parties: \_\_\_\_\_

Other Side's Name: \_\_\_\_\_

Name of Opposing Counsel: \_\_\_\_\_

Please state briefly the nature of the problem you wish to discuss with the attorney:

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

What Parish: \_\_\_\_\_

Has a petition been filed in court: \_\_\_\_\_ When: \_\_\_\_\_ Court Date: \_\_\_\_\_

Judge: \_\_\_\_\_

Have you been served with papers: \_\_\_\_\_ When: \_\_\_\_\_ Court Date: \_\_\_\_\_

Judge: \_\_\_\_\_

Have you retained another attorney: \_\_\_\_\_

If so, who: \_\_\_\_\_

Have you consulted with another attorney: \_\_\_\_\_

If so, who: \_\_\_\_\_

Have you or anyone you know been here before? Who? \_\_\_\_\_

\_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**TO BE COMPLETED BY STAFF:**

Initial and Date the Following Items When Completed: \_\_\_\_\_

Fee Contract \_\_\_\_\_ Engagements Letter: \_\_\_\_\_ Case Entered on Master List: \_\_\_\_\_

Prescription/Time Deadline/Hearing Date: \_\_\_\_\_

Form Completed By: \_\_\_\_\_