

Preferred name to be called by:

Reference code or context if any:

Type of matter

Is the matter civil or criminal?

Is the matter personal or commercial?

Does the matter involve the creation of a contract, right or obligation, if so, what?

Does the matter involve the breach of a contract, right or obligation? By whom?

Does the matter involve person(s) or property/things?

Is/are there any evidence, any witnesses to it?

When did or should the thing in question occur?

Where did or should the thing in question occur?

Describe the matter and your role in it as best you can in a few words.

Attached documentation

Describe any attached documentation

If person seeking assistance is a business not natural human person

Company name:

Trading as:

Company registration code:

Type of company:

Director(s) / member(s) / partner(s) / owner(s) / trustee(s), and their title(s) / positions:

Date of founding of company:

Physical address of head office or of the primary place of business of the business:

Basic information of person or in the case of a company: contact person

First name(s):

<i>Surname(s):</i>	
<i>Maiden name(s):</i>	
<i>Previous married name(s):</i>	
<i>Nationality/ies:</i>	
<i>Identity number:</i>	
<i>Date of birth:</i>	
<i>Age:</i>	
<i>Sex:</i>	
<i>Race:</i>	
<i>Occupation:</i>	
<i>Job title:</i>	
<i>Name of employer:</i>	

<i>Marital status:</i>	
<i>Type of marriage(s):</i>	
<i>Date of marriage(s):</i>	
<i>Date of divorce(s)/annulment(s):</i>	
Contact information	
<i>Private cellular number(s):</i>	
<i>Home phone number(s):</i>	
<i>Home fax number(s):</i>	
<i>Private/direct fax number(s):</i>	
<i>Private e-mail address(es):</i>	
<i>Home physical address:</i>	
<i>Home postal address:</i>	
<i>Form(s) of and procedures for contact most likely to be reached by:</i>	

<i>When most likely to be reached:</i>	
<i>Work contact information</i>	
<i>Work cellular number(s):</i>	
<i>Work phone number(s):</i>	
<i>Work direct line number(s):</i>	
<i>Work fax number(s):</i>	
<i>Work direct fax number(s):</i>	
<i>Work e-mail address(es):</i>	
<i>Workplace name:</i>	
<i>Work physical address:</i>	
<i>Work postal address:</i>	
<i>Close contact's / backup contact's details</i>	
<i>Close contact name:</i>	
<i>Close contact relationship:</i>	

Close contact cellular number(s):

Close contact work phone number(s):

Close contact home phone number(s):

Close contact fax number(s):

Close contact e-mail address(es):

May the close contact be informed of confidential information?

Opponent / other party's attorneys

Firm name:

Name of attorney/ contact:

Reference code for matter:

Firm phone number(s):

Firm fax number(s):

Attorney direct line(s):

<i>Attorney cellular number(s):</i>	
<i>Attorney direct fax line(s):</i>	
<i>Firm e-mail address(es):</i>	
<i>Attorney e-mail address(es):</i>	
<i>Firm address:</i>	
<i>Firm address for service (this will appear on any notices and/or pleadings):</i>	
<i>Firm postal address:</i>	
<i>Firm docex:</i>	

If opponent / other party is a business not person

<i>Company name:</i>	
<i>Trading as:</i>	
<i>Company registration code:</i>	
<i>Type of company:</i>	

Director(s) / member(s) / partner(s) / owner(s) / trustee(s), and their title(s) / positions:

Date of founding of company:

Physical address of head office or of the primary place of business of the business:

Basic information of opponent / other party or in the case of a company: the contact person

Their preferred name:

Their first name:

Their surname(s):

Their maiden name(s):

Their prior married name(s):

Their nationality/ies:

Their identity number:

What is their connection, if any, to you?

<i>Their date of birth:</i>	
<i>Their age:</i>	
<i>Their sex:</i>	
<i>Their race:</i>	
<i>Their occupation:</i>	
<i>Their job title:</i>	
<i>Name of their employer:</i>	
<i>Their marital status:</i>	
<i>Their type of marriage:</i>	
<i>The date of their marriage(s) (if applicable):</i>	
<i>The date of their divorce(s) (if applicable):</i>	
<i>Any previous attorneys you have hired in this matter or related matters</i>	
<i>Kindly list the firms, attorneys and contact details if more than one.</i>	

Kindly state whether these attorneys may have any possibly relevant documentation, or information which may pertain to your matter.

If you have had a previous firm of attorneys, give their details. (If you've had many, focus on the most relevant.)

Firm name(s):

Name of attorney(ies)/ contact persons:

Reference code for matter(s):

Why are they no longer the attorneys in the matter? Are they still dealing with the matter?

Firm phone number(s):

Firm fax number(s):

Attorney direct line(s):

Attorney cellular number(s):

Attorney direct fax line(s):

Firm e-mail address(es):

Attorney e-mail address(es):

Firm address:

Firm postal address or docex:

Other relevant information:

Other information of importance

*Additional facts, suggestions,
analysis, concerns, and details:*

*What are the time frame and
time constraints at work in this
matter?*