



Matter Number:

Review Meeting Intake Form

A Review Meeting is a more in depth look at your specific matter or issue. We review your documents including any documents recorded with the Auditor or Filed with the Clerk. We may research laws and regulations that pertain to your issue. Upon completion, we will schedule a meeting with you to talk specifically about your situation and potential courses of action. The meeting will generally take about an hour to go over what we have reviewed and what was discovered. **The difference between a Review and a Consultation is the specificity. A review meeting is more in depth and includes review of your documentation – this is ideal for those seeking representation. It is also a good tool for those who want to learn more about their issue and whether or not they have any options for recourse specific to their situation.**

1. Please complete this form and be specific. If it pertains to property include the address, tax parcel number etc. If it pertains to a court action, include the case number.
2. Begin at the beginning – a chronology is most helpful. What happened when and the result.
3. If you have documents to share, please do. You can email them to: info@stafnelaw.com – please reference that you have requested a Case Review.
4. Once the payment and completed form have been received, we will contact you to schedule the appointment.

Client(s) Information

Client Name¹:

Client Name²:

Mailing Address:

City:

State:

Zip:

Home Phone:

Cell Phone Client¹:

Cell Phone Client²:

Email Client¹:

Email Client²

Are you seeking representation? Yes No

Are you seeking legal advice? Yes No

Does this issue involve an existing court case? Yes No If yes, please provide the court name (e.g. King County Superior) and case number:

If property is involved, provide the address/tax parcel number:

What would be a successful outcome of this review and meeting for you?

Please provide the background details and a chronology of events. Feel free to attached additional pages if necessary.

All information you provide shall remain strictly confidential, except as authorized by you or otherwise provided under Washington State Law.

No attorney-client relationship is intended to be established by this review. At the conclusion of the Review Meeting there is no obligation for you to retain SLAC nor is there an obligation to provide services to you. A separate Services Agreement would be required prior to any representation.

By your signature you acknowledge that you have read the above and agree to the terms as outlined.

_____ Signature	_____ Printed Name	_____ Date
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_____ Signature	_____ Printed Name	_____ Date
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After you sign, please return this form and any documents to one of the following:

Email: Info@stafnelaw.com

Fax: (360) 386-4005

Mail: Stafne Law Advocacy & Consulting
239 N. Olympic Avenue
Arlington, WA 98223

Depending upon workload your review meeting will be scheduled to take place within 2 – 3 weeks.