

New Client/Matter Worksheet

Client Names:

Mailing/Billing Address:

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Phones, etc.:

Home Phone: Home fax:

Office Phone: Office fax:

Cell Phone: E-Mail:

Brief Description of Legal Matter & Other Information You Deem Important:

[Include address, location, size and other information to locate or describe land involved.]

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Names of any Adverse Parties:

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Type of Matter: Also print and review applicable documents and forms on web site:

- [....] SPECIAL REAL ESTATE MATTERS:(pertinent to Splitting of Natural Desert Ground):
 - [....] Assistance by Noel throughout process: -- [MyRoles](#)
 - [....] Well Sharing Agreements: -- [Wells-Information](#)
 - [....] Lot-Splitting: -- [LotSplit-Memo](#) and [LotSplit-Chart](#)
 - [....] Access: -- [Access-Memo](#)
- [....] OTHER/GENERAL REAL ESTATE MATTERS:
- [....] LANDLORD & TENANT:
 - [....] Commercial Leases:
 - [....] Residential Leases: -- [ResidentialLease-Front](#) and [ResidentialLease-Back](#)
- [....] FORMATION OF LLCs: -- [LLC-Overview](#), [LLC-TaxIssues](#), and [LLC-Worksheet](#)
- [....] CONSTRUCTION MATTERS:
- [....] WILLS & POWERS OF ATTY: -- [Wills-CoverLetter](#) and [Wills-Worksheet](#)

How to use this form:

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If filling out this form by hand or on an old-fashioned typewriter, just print it out and complete it.

However, if you save it to your computer, and use, Adobe Reader you can fill it out on your computer:

Click on each dotted line, and just begin typing to replace the line with your information.

Return form by mail, fax or (especially if filled in by computer) by attachment to an e-mail.

Also print; sign and return [Fee Schedule](#) at same time. Then call for appointment.