

Polaris Law Group, P.C.

Prospective Client Intake Form

Attorney-Client Privilege. This is a courtesy consultation with a prospective client. No attorney-client relationship is formed with respect to this matter at this time; however, information provided will not be used or revealed unless permitted in writing.

Disqualification. This consultation is expressly conditioned on your informed consent that no information disclosed during the consultation will prohibit or disqualify the lawyer from representing a different client in this matter if an attorney-client relationship is not formed after this consultation. By participating in this courtesy consultation, your consent is inferred.

TODAY'S DATE: _____

First and Last Name _____

Mailing Address _____

Home Phone (_____) _____ Cell phone (_____) _____

(Is it ok to leave voice message/text message Y / N)

Employer _____

Business Phone/Work Phone (_____) _____

Email _____

Reason for Consultation _____

Other parties involved in this matter or in conflict

First and Last name/Business name _____

Location/Address (if known) _____

Phones (if known) _____

How did you hear about Polaris Law Group, P.C.

____ Radio

____ Repeat Client

____ Word of Mouth/ Reputation

____ Google Search

____ Website

____ Sphere of Influence

____ Referral

____ Direct Mailing

____ CLC Referral

____ Print

____ Social Media

____ AK Bar Assoc/LRS

___ FB ___ Twitter ___ Instagram ___ LinkedIn ___ YouTube ___ TikTok

For Office Use

Practice Panther # _____

Date of initial contact _____

Matter _____

How contact was made

Type _____

Call __ Email__ Text__ Walk-in__

Fee adjustment _____

Date of Consultation _____

Engagement Letter _____

In person _____

Retainer amount _____

Zoom _____

Consult Fee _____

_____ Conflict: _____

_____ Waiver

Attorney Notes:

Recommendation: _____
