

# Gregory A. Kennemer, P.C. Attorney & Counselor at Law

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## PERSONAL INFORMATION/INITIAL INTERVIEW

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

Time: \_\_\_\_\_

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

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

Street City State Zip

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Pager Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security#: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Driver's License#: \_\_\_\_\_

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

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

Preferred Method of Communication: \_\_\_\_\_

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

Work#: \_\_\_\_\_

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

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

Summary of Matter: Date(s) of events \_\_\_\_\_ Location: \_\_\_\_\_

Nature of Matter (Briefly describe): \_\_\_\_\_

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

Referred By:  Birmingham Bar Association Office  I am a previous client

Personal Friend (Name) \_\_\_\_\_

Another Attorney (Name) \_\_\_\_\_

Other: \_\_\_\_\_

**\*\* PLEASE SEE BACK FOR ADDITIONAL TERMS FOR REPRESENTATION \*\***

1. When at all possible, Attorney will contact you via the preferred method, if any, which has been indicated.
2. Your data can or may be saved in a digital format and stored on Attorney's file server or via the cloud off-site at a secure facility.
3. Communication via electronic means is preferred and encouraged.
4. In the event that the Attorney is retained at an hourly rate, all communications by and between Attorney, client and Attorney staff, whether direct, reply, forward or group communication are billed at .10 hours. All time and expenses are billed approximately monthly and payment terms are net thirty (30). Interest accrues at 18% per annum on any unpaid balances. You agree to pay court costs, interest and reasonable attorneys fees on any sums uncollected.
5. Attorney reserves the right to withdraw from further representation as a result of client's non-payment.
6. Completion of this interview form does not constitute a contract or agreement between Attorney and the client for representation on the matters discussed in the interview or in matters discussed outside the interview.
7. These additional terms are incorporated by reference into any future contract for representation or any future engagement of Attorney by you.
8. These additional terms are incorporated by reference into any future engagement letter tendered to you in conjunction with your representation in these matters, regardless of whether or not a separate interview form is completed.
9. All future work is subject to the above terms and conditions.