

# PRO BONO FILE INTAKE

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

## Client Information

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (C) \_\_\_\_\_

EMAIL: \_\_\_\_\_

How referred to firm: \_\_\_\_\_

Matter Discription: \_\_\_\_\_

## Nature of File:

1. Primary subject matter: \_\_\_\_\_

2. Magnitude of subject matter: \_\_\_\_\_

3. Expected time: \_\_\_\_\_

4. Expected disbursements: \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_

## Conflict Check

Interested and Opposing Parties:

Conflict?

Yes No

Yes No

Yes No

## Anticipated Personnel

Name

Area of Responsibility

Responsible Lawyer: \_\_\_\_\_

Assigned Lawyer(s): \_\_\_\_\_

## Decision

Client need: \_\_\_\_\_

Educational component: \_\_\_\_\_

Marketing component: \_\_\_\_\_

Approved

File Number: \_\_\_\_\_

Disbursements: \$ \_\_\_\_\_

Hours Allotted: \_\_\_\_\_

Not Approved (with reasons)

\_\_\_\_\_

\_\_\_\_\_