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NEW CASE MEMO

CLIENT INFORMATION

Client _____ File No. _____
Address _____
Date Opened _____ New Client Present Client
Phone(s): Home _____ Business _____ Cell _____
Email Address _____

CASE INFORMATION

File Title _____
Matter _____
Type of Case _____
Referred by _____ Obtained by _____

Adverse Party _____
Address _____
Phone(s) _____
Opposing Attorney _____
Address _____
Phones(s) _____ Fax _____

Fee Arrangements _____

BILLING ARRANGEMENTS

Retainer of \$ _____ Received on _____

NOTES
