



**Consultation Intake Form**

1. Please complete the form below. Once you have signed and returned this document, an invoice for payment will be sent. Once this form and payment has been received, your consultation will be scheduled.
2. You will be sent 2 to 3 times, if available, to choose from along with confirmation details such as address and how to supply documents.

Do you want your consultation  In person at our office  via Telephone

If you want a consultation in person, where is best: Seattle Federal Way Your Office

When is best for you?

Morning  Afternoon  On Saturday (Telephone only) M T W Th F

**Client Information:**

Marital Status:  Married  Single  Widowed  Divorced  Domestic Partner

Client(s)

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

Mailing

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

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

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

If your case involves another person their name: \_\_\_\_\_

Briefly describe your issue or question you want to discuss at the consultation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE:** *It may be impossible to fully assess a matter or answer all your questions within the time frame allotted. Please keep in mind that these consultations are for general information and are not intended to provide you indepth legal advice. If you wish to have a more specific analysis and advice, there are other options available to you. Please contact our office info@SassyLitigations.com to find out more.*

This Initial Consultation Agreement sets forth the terms and conditions of the initial consultation between Sassy Litigations, LLC (“we” or “us”) and the undersigned prospective client(s) (“you”):

1. Purpose. The purpose of the initial consultation is for us (a) to learn about you and your particular legal needs based on the information you provide; (b) to answer your questions to the best of our ability; (c) to identify your options and, to the extent possible, analyze the costs and benefits of those alternatives; (d) to help you determine your course of action, if any; (e) to discuss our fees and terms of representation if an attorney-client relationship is to be established after the meeting; and (f) to determine the next steps in the process, as appropriate.

2. Confidentiality. All information and documents that you provide to us at the initial consultation shall remain strictly confidential, whether or not you decide to hire us to provide legal services, except as authorized by you or otherwise provided under the Washington State Rules of Professional Conduct.

If you are planning on having a 3rd Party attend your in person consultation please see attached addendum.

3. Limited Scope. No attorney-client relationship is intended to be established by the initial consultation. The initial consultation is a limited scope service provided by us to help you determine whether you may want to retain us to provide legal services. At the conclusion of the initial consultation, there is no obligation for you to hire us, nor do we have an obligation to provide services to you, unless mutually agreed.

4. Engagement Letter/ Fee Agreement Required. Following the initial consultation, if you agree to hire us, and if we agree to provide services to you, then you will be sent an Engagement Letter and Fee Agreement to be signed by you. Then and only then will an attorney/client relationship be established.

5. Cost of Initial Consultation. The consultation will be no longer than 50 minutes and you will be charged \$150.00 for an in person consultation and \$120 for a virtual/phone consultation. The fee is due before the consultation.

[SIGNATURE PAGE ]

By your signature you acknowledge that you have read the above and agree to the terms as outlined.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

After you sign, please return this form to:

Email [info@sassylitigations.com](mailto:info@sassylitigations.com)

Consultation Addendum

WAIVER OF CONFIDENTIALITY

I, \_\_\_\_\_ am a prospective client of Sassy Litigations, LLC. I understand that even though there is no attorney-client relationship I have confidentiality with my attorney wherein all communications are protected from disclosure by my attorney to third parties. Third parties include spouses, partners, children, friends, etc. There may be circumstances in which I, the prospective client may wish to have a spouse, partner, child, friend, others sit in on the consultation. I understand that doing so the third party can potentially disclose client confidential information to the larger community and is also subject to subpoena to testify against the client in court concerning disclosed information. I understand that am NOT required to consent to disclosure to third parties. I waive my confidentiality of my own free will and fully understand the consequences of doing so.

I have read and understand the foregoing information and hereby waive confidentiality with regards to \_\_\_\_\_, whose relationship to me is \_\_\_\_\_.

---

Signature