

**PLEASE ANSWER ALL QUESTIONS COMPLETELY!**  
(Attach more sheets if necessary)

(Please see the back of the green sheet for charges for the initial consultation.  
The initial consultation is likely to take an hour and a half and sometimes  
longer. Payment is due at the end of the consultation.)

**INITIAL CLIENT INFORMATION SHEET**  
**(EMPLOYMENT LAW)**

Today's Date: \_\_\_\_\_

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

ADDRESS:

\_\_\_\_\_  
(street) (city) (state) (zip)

PHONE: Home: \_\_\_\_\_ Work: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ MARITAL STATUS: S M D W

SOCIAL SEC. #: \_\_\_\_\_ SPOUSE'S NAME: \_\_\_\_\_

LAST GRADE COMPLETED: \_\_\_\_\_

How did you learn about our firm? \_\_\_\_\_

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Please provide the name of the employer about whom you are seeking legal advice.

EMPLOYER:

\_\_\_\_\_  
\_\_\_\_\_  
(address) (city) (state) (zip)

SUPERVISOR & NAME OF UNIT: \_\_\_\_\_ PHONE: \_\_\_\_\_

1. How long were you employed there? \_\_\_\_\_
2. How many employees are there in the entire company? \_\_\_\_\_

How many employees are there in the location where you work? \_\_\_\_\_

3. Have you had any breaks in service? Y N

If so, give dates and tell what the breaks were for: \_\_\_\_\_

\_\_\_\_\_

4. Did your employer have a pension plan? Y N

Are you vested? ("Vested" means you get retirement benefits even if you stop working for the employer.)

Y N NA

When were you vested? \_\_\_\_\_

5. Last job title with this employer: \_\_\_\_\_

Previous job titles with this employer: \_\_\_\_\_

6. Are/were you covered by a union contract on this job? (Please note, even though you are not a dues-paying member of the union, you may still be covered by union contract.)

Y N

If so, which union is it? \_\_\_\_\_

If you have a union, have you grieved your employer's action? Y N NA

7. Have you tried to organize a union at your work place or spoken out in favor of a union?

Y N

If so, please explain: \_\_\_\_\_

\_\_\_\_\_

8. If you have a union, do you think your union was responsible for what happened to you or should have done more to help you? Y N NA (If the answer is "yes", please take a minute and let the receptionist know this now.)

If so, please describe: \_\_\_\_\_

\_\_\_\_\_

9. During the last three (3) years, have there been any weeks in which you have worked more than 40 hours per week? Y N

If so, were you paid time and a half for that time? Y N

If not, please explain why your employer was not paying you time and a half:

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10. How were you paid?  
\_\_\_\_\_ Hourly \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_ Salary  
\_\_\_\_\_ Commission or piece rate

11. Gross wage or salary (circle one): \$ \_\_\_\_\_ per \_\_\_\_\_

12. If you were on salary did your employer deduct from your salary or the salaries of other employees with the same job title for absences of less than a full day or have a policy of deducting for absences of less than a full day?

Y N NA

Did your employer pay you or other employees with the same job title extra when you worked more than 40 hours a week or have a policy of doing this? (Please answer this, even if you were on salary, commission or piece rate.)

Y N NA

13. Has your employer ever had you fill out a job description or explain in writing what your job involves?

Y N

14. As part of your work did you travel across state lines (not including commuting)? Y N

15. What percentage of time did you spend working in states other than Washington? \_\_\_\_\_%

Which other states did you work in? \_\_\_\_\_

16. Did you drive or ride in a company vehicle at work? Y N

17. What was the maximum number of employees you managed? \_\_\_\_\_

18. Does your employer owe you any money s/he has not paid you? Y N

If so, when was the money due, how much is it and what is it for?

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19. Was your work for this employer in Clark County? Y N

If not, in what county and state did you work? \_\_\_\_\_

20. Have you ever had any problems with drugs or alcohol? Y N

If so, please explain: \_\_\_\_\_

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21. Have you ever been arrested or convicted of a crime? Y N  
If so, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
22. What are your hobbies and interests outside of work? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
23. Please list any organizations you belong to: \_\_\_\_\_  
\_\_\_\_\_
24. What religion (if any) are you a member of and do you attend a church, temple or synagogue?  
\_\_\_\_\_
25. Have you ever had an accident or injury or serious illness? Y N  
If so, please describe and give dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
26. Have you ever been sued or filed a lawsuit or been a witness in court? Y N  
If so, please explain and give dates: \_\_\_\_\_
27. Have you ever declared bankruptcy? Y N  
If so, please explain: \_\_\_\_\_  
\_\_\_\_\_
28. Do you have any chronic health problems? Y N  
If so, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
29. Have you ever seen a doctor, therapist, counselor, psychiatrist, etc. for psychological or emotional problems or been hospitalized for psychological or emotional problems? Y N  
If so, please describe and give dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
30. Have you ever had a doctor or psychiatrist prescribe psychoactive drugs for you? Y N  
If so, please explain: \_\_\_\_\_

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31. Are you a member of any of the following groups? Y N (Please check all that apply)

- African-American (black)  biracial  
 Native American (Indian)  AIDS/HIV  
 Hispanic (Latino) (actual or perceived)  
 Asian  
 religious minority  other: \_\_\_\_\_  
 gay, lesbian or bisexual  
(actual or perceived)  
 over 40

32. Are you disabled (handicapped) or do you have any important physical or psychological problems? Y N  
If so, please describe: \_\_\_\_\_

33. What did your employer do that caused you to come here today?

- Disciplined me  
 Put me on probation  
 Fired me  
 Laid me off  
 Made me quit under pressure  
 Sexual/racial harassment  
 Demoted me  
 Didn't pay me what s/he should  
 Didn't promote me  
 Other: \_\_\_\_\_

When did this happen? \_\_\_\_\_

At the time this happened, were you a probationary employee? Y N

Explain in detail what your employer did: \_\_\_\_\_

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34. Are there any men or women doing the same or similar jobs? Y N

35. Are women paid less for doing jobs that are the same or similar to those done by men? Y N NA

36. On the blank page at the end of this questionnaire, please list all of the dates when things happened and the things that happened on those dates that are important for us to know about your case.

37. Did your employer give a reason why s/he did this? Y N

If so, please specify: \_\_\_\_\_

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If not, what reason do you think s/he would give if s/he were asked? \_\_\_\_\_

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38. Do you think this is the real reason s/he had for taking this action against you? Y N

If not, please give the real reason: \_\_\_\_\_

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39. Explain why you think your employer's action was unfair or illegal: \_\_\_\_\_

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40. Were other employees treated the same as you? Y N

If not, please explain: \_\_\_\_\_

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41. Before your employer took the action listed in 33 above, did s/he counsel you or warn you that your performance or behavior needed changing? Y N

If so, please explain: \_\_\_\_\_

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42. At the time your employer took the action listed in 33, was business bad, was your employer laying off people or did the company have some other problem? Y N

If so, please explain: \_\_\_\_\_

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43. How were your evaluations before your employer took the action listed in 33 above?

\_\_\_\_\_ Excellent  
\_\_\_\_\_ Good \_\_\_\_\_  
\_\_\_\_\_ No evaluation

\_\_\_\_\_ Fair  
\_\_\_\_\_ Poor  
\_\_\_\_\_ Very Poor

44. Were you ever given a warning, put on probation or suspended? Y N

If so, please explain: \_\_\_\_\_

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45. Do you have any problems aside from your problems at work that are increasing your stress level? Y N  
 If so, please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
46. Have you ever had problems with any previous employers for the reason you are having problems now or the reason your employer says you are having problems now? Y N  
 If so, please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
47. Did you get severance pay or other benefits because you were fired, laid off or quit under pressure?  
 Y N NA  
 If so, please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 If there were any other benefits you think you should have gotten but did not, please describe:  
 \_\_\_\_\_  
 \_\_\_\_\_
48. If you were laid off, fired or quit under pressure, have you applied for unemployment compensation?  
 Y N NA  
 Has your employer disputed your unemployment compensation claim? Y N NA  
 If so, what reason did your employer give for disputing it? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
49. Have you filed or talked about filing a workers' compensation claim since you worked for this employer?  
 Y N If so, please give the date of the claim and what part of your body was injured: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
50. Have you applied for or received any of the following? Y N  
 \_\_\_\_\_ time loss for a worker's comp claim  
 \_\_\_\_\_ partial or total disability from worker's compensation  
 \_\_\_\_\_ Social Security  
 \_\_\_\_\_ leave of absence  
 \_\_\_\_\_ long term disability  
 \_\_\_\_\_ other \_\_\_\_\_
51. Did you refuse to perform an illegal or unethical or unfair act in connection with your employment?

Y N

If so, what were you ordered to do, when and by whom? \_\_\_\_\_

\_\_\_\_\_

52. Did you report any misconduct or illegal conduct of the employer to either management or the public authorities? Y N

If so, what did you report, to whom and when? \_\_\_\_\_

\_\_\_\_\_

53. Does your employer have an employee manual or set of rules? Y N

Does the employment manual have anything that would help you or any procedures that your employer did not follow? \_\_\_\_\_

\_\_\_\_\_

54. Does your employer have any contracts with any governmental agencies? Y N

55. If the answer to the preceding question is yes, which agency is it? \_\_\_\_\_

56. Does your employer have any procedure for protesting actions you think are unfair?

Y N (Please note: even if your employer is non-union, you may still be obligated to follow its grievance procedures.)

If so, have you followed them? \_\_\_\_\_

57. Have you signed any written agreements with your employer or has your employer made any promises in writing to you or all of its employees? Y N

If so, please explain: \_\_\_\_\_

\_\_\_\_\_

58. Did you have any oral agreements with your employer or has your employer made any promises to you?

Y N

If so, please explain: \_\_\_\_\_

\_\_\_\_\_

59. Do you have your personnel file? Y N (If you do not have it, whether a lawyer from this office takes your case or not, it is very important to have that file for your future reference. You have a right to look at the file. If the employer photocopies it for you [which many will do], the employer may charge you a reasonable fee



for the copies. When you go in to get the file, do not tell your employer that you are thinking about taking legal action. Please get the file even if you think you know exactly what is in it. If the employer will not give you a photocopy of the file, please take a pad of paper with you and make extensive notes on the contents.)

60. If you file a lawsuit, will your employer file a claim against you, for example, for theft or negligence? (Answer "yes" if you think your employer will file a claim, even if you do not believe the claim is valid.)

Y N

If so, please explain: \_\_\_\_\_

61. Please list in general terms any documents that you think would help your case: \_\_\_\_\_

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

62. Please give names, addresses and phone numbers of witnesses you think could help your case and what their testimony would likely be and/or what they witnessed: \_\_\_\_\_

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

63. If you were laid off, fired or quit under pressure, did you have an exit interview or sign any documents at the time this happened? Y N NA (We strongly suggest that you not sign any documents without having an attorney check them. You may be signing away your right to sue.)

If so, please explain: \_\_\_\_\_

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

64. Has your employer offered to reinstate you or give you another job? Y N NA

65. Have you complained to any public agencies about what your employer has done? Y N

If so, state which agency, when you complained and what the agency has done:

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

66. Aside from your current problems, have you ever filed any grievances or complaints about this company either with your union, with the company or with any government agency? Y N

If so, please explain: \_\_\_\_\_

\_\_\_\_\_

67. If you were laid off, fired or quit under pressure, have you made any attempts to get a job since this happened?  
Y N NA (Whether or not an attorney from this office decides to take your case, it is very important for your case for you to look for a job and to keep detailed records of your job search. The records you keep on this for unemployment are not enough! Please ask an attorney from this office to explain this to you in more detail.)

If not, please explain: \_\_\_\_\_  
\_\_\_\_\_

68. If you were fired, laid off, or quit under pressure, have you earned any money since then? Y N NA

If so, how much have you earned? \$ \_\_\_\_\_

Do you have a job now? Y N

If so, with what company? \_\_\_\_\_

69. Are any deadlines that you know about coming up in your case? Y N (Every employment law case has deadlines. If you miss one of these deadlines, you may lose all rights to bring your case. Please ask an attorney from this office for details.)

If so, please explain: \_\_\_\_\_

70. Have you seen any other attorneys about what your employer did? Y N

If you have, please list which attorney(s), when you saw him/her, and what he/she said about the case:

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

71. Is there anything else we need to know about your case? \_\_\_\_\_

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

We know this is a long form. Thank you for having completed it in detail!

DATES FROM #36 ABOVE: