

- DISCLAIMER -

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SUING AND BEING SUED

HIRING A LAWYER: PERSONAL INFORMATION QUESTIONNAIRE

Litigation involving your business can be legally complicated, but it can also be time-consuming and time-intensive. In many cases, the first time commitment is finding an attorney. While you may already have an attorney who helped you to set up your business, he or she might not be experienced in litigation. More often, you will have to find an attorney from scratch.

In any litigation, you will need the counsel and representation of a seasoned advocate to help you through the process and ensure an outcome that meets your needs. You will want to meet with any attorney you are considering hiring, to see if you and the attorney can work together. You will really be interviewing the attorney just like you are interviewing a job applicant.

In order to do the best possible job on your behalf, your attorney needs your input and cooperation. At your first meeting with your attorney, you should be prepared to provide the following information:

INFORMATION ABOUT YOU

Name _____

Name of Your Business _____

Form of Your Business (corporation, partnership, sole proprietorship, etc.)

Place of Doing Business _____

Address, including County

Length of Time at that Address _____ years

Previous Address(es) (for last ten years)

Your Work Telephone Numbers _____

Your Home Telephone Numbers _____

Facsimile Number _____

E-mail Address _____

Web page (if any) _____

Former Name(s) _____

Related Business(es) _____

Your Position _____

Other officers or officials of the business

Other litigation you *have been* involved in

Other litigation you *are* involved in

Annual Sales or Income \$ _____

What Does Your Business Make or Do?

INFORMATION ABOUT YOUR OPPONENT

Name _____

Is Your Opponent a Business? _____

Form of Your Opponent's Business (corporation, partnership, sole proprietorship, etc.)

Place of Doing Business _____

Address, Including County

Length of Time at that Address _____ years

Previous Address(es) (for last 10 years)

Their Work Telephone Numbers _____

Their Home Telephone Numbers _____

Facsimile Number _____

E-mail Address _____

Web page (if any) _____

Former Name(s) _____

Related Business(es) _____

Your Contact Person at the Opponent _____

Other Officers or Officials of the Business

Are you aware of any litigation you opponent has been involved in?

Annual Sales or Income \$ _____

What does your opponent or your opponent's business make or do?

Name of Your Opponent's Attorney: _____

INFORMATION ABOUT THE INCIDENT- WHY IS THIS GOING TO COURT?

Are you suing or being sued? _____

If you are suing:

Describe the incident that occurred that makes you want to sue your opponent:

How much are the damages you have suffered? \$ _____

How much have you budgeted for this lawsuit? \$ _____

Are there written documents that relate to any agreements you have with your opponent?

Are you aware of any claims your opponent may have against you? If so, please explain them

If you are being sued:

Describe the incident that occurred that resulted in you being sued:

How much are the damages that are being claimed? \$ _____

How much have you budgeted for this lawsuit? \$ _____

Are there written documents that relate to any agreements you have with your opponent?

Are you aware of any claims you may have against your opponent? If so, please explain them

