

ALBUJA LAW LLC

Current Client: Y / N – Case #: _____
Thank you card _____

Date: _____ Appointment time: _____ Arrival time: _____

Consultation Fee: \$150.00

Payment Method: Cash Check (made payable to ALBUJA LAW LLC) Credit Card

GENERAL INFORMATION:

Full name: _____ D.O.B: _____

Telephone: H / C / W _____

Address: _____

E-mail: _____

Have you or any member of your family had issues with law enforcement and/or immigration?
Y N

Have you or any member of your family filed a petition or have a petition pending with immigration?
Y N

Have you or any member of your family been a victim of crime in the U.S. or abroad?
Y N

PERSONAL PREFERENCES:

Would you like to be contacted in the future regarding immigration news or information related to your specific case? Y N (Initials _____)

If so, how would you like to be notified? Phone Mail E-mail Telephone

How many people will be attending the consultation with you? _____

Please include name and relationship of the person(s).

Name: _____

Relationship: _____

Name: _____

Relationship: _____

Due to confidentiality ALBUJA LAW does not allow a 3rd party to be part of your consultation.

How did you hear about us (Please Check)?

Church: Nuestra Señora de Guadalupe San Cayetano another church

Attorney referral other: _____

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Do you like animals? Y N
Are you or someone with you allergic to dogs? Y N

Dear Sir or Madam:

This intake confirms that on the above date, you met with Albuja Law LLC to obtain information about one or more immigration matters. During this initial consultation, Albuja Law LLC answered questions and provided legal options **based upon the limited information you provided**. It is quite possible that the legal advice and/or opinions Albuja Law LLC presented may change once Albuja Law LLC receives more comprehensive information about your case.

This intake also confirms that you **did not** retain the services of Albuja Law LLC during your initial consultation. Therefore, Albuja Law LLC will not be acting as your attorney in any capacity unless you formally retain Albuja Law LLC by signing a formal legal fee agreement. **Please note that the legal fees quoted are valid for one week from today's date. We will call you on the seventh day to see if you wish to proceed with your case.**

Sincerely,

María Belén Albuja,
Immigration Attorney

If you wish to know more about our office or about immigration, please visit us at **albujalaw.com** or like us on



Signature of attendee: _____

*All information gathered during your initial consultation will be kept **for 3 months only**. If you decide after 3 months to open your case, a new consultation may be warranted. It is a pleasure to serve you!*

Contract: Y N Date Sent: _____ Follow Up: _____

Case Type: _____

Fee Amount: _____

Payment Plan (Per Month): _____