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EMPLOYMENT CASE INFORMATION

Instructions: Please fill out this form as completely as possible. All information you provide is confidential. The information will be used to help determine whether or not this firm will be able to represent you. No agreement to represent you can be made until after an initial consultation.

Name: _____ Today's Date: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: (Home) _____ (Work): _____
Cell: _____ E-mail: _____

Please provide the following information about the employer against whom you have a complaint:

Employer's name: _____
Address: _____
Your Job Title: _____ Your Supervisor: _____
Your salary or hourly wage: _____
Number of Persons

Employed by Company: fewer than 15 15-49 50-100 more than 100

Have you been? Fired or Laid Off **WHEN DID THIS HAPPEN?**
 Demoted
 Denied Promotion _____
 Denied a Job
 Harassed
 Other (please explain) _____

Did your employer give a reason for its action? If so, what was it? _____

Briefly describe the nature of your problem or complaint:

Do you believe you have been discriminated against or retaliated against for any of the following reasons(check a category only if you believe it was the reason for discrimination against you):

- Race: (circle one) Black White Hispanic Asian Other _____
- Sex: (circle one) Female Male
- Age: how old are you? _____
- Disability: how are you disabled? _____
- Pregnancy
- Filing Worker's Compensation Claim
- Injured on the job: when? _____
- "Blowing the whistle" on improper activity
- Other: _____

Why? I.e., what evidence supports your claim of discrimination? (Continue on additional page if necessary) _____

Have you filed a Charge of Discrimination with the EEOC or any other agency? _____

Have you received a "Right to Sue" from the EEOC or any other agency? _____

If so, what is the date on your Right to Sue letter? _____

Did anyone in the workplace make comments about race/sex/age/disability/etc., that might show a discriminatory motive against you?

If so, who: _____ (e.g. Supervisor, Co-Worker, etc)

What were the comments? (please use exact quotes if possible) _____

How long have you been employed with this employer? _____

Have you had any evaluations? _____ Were they generally good or bad? _____

Have you received any complaints or warnings about your work? If so, please describe:

Are you still working for this employer?

- Yes
 - No
- If no, have you found another job? Yes No

How much does it pay? _____

Extra Questions for Harassment Cases

if you have been harassed, please answer the following questions:

Name of Harasser: _____ Job Title: _____

Relationship to you? _____ (e.g. Supervisor, Co-Worker, etc.)

Please describe exactly what the person said or did to harass you: (use exact quotes if possible):

Did you complain to anyone about the harassment? Yes No

To whom? _____ (name and job title)

When? _____

What was their response? _____

Was any action taken against the harasser? _____

Do you have another attorney representing you at the present time? If so, who?

Who referred you to our firm? _____

What do you hope to accomplish by seeking an attorney? _____

The charge for a one-hour initial consultation is \$200, payable at the time of the consultation. This firm does not agree to represent you merely because you have had an initial consultation. We must evaluate the merits of any legal claims you may have, and discuss fees and costs. If an agreement is made to represent you, you will be asked to sign a fee contract. This firm does not represent you until such a fee contract is signed. Please sign below to indicate your understanding and acceptance of these terms.

Signature: _____