LAW OFFICES OF STEVEN K. DEIG, LLC
CASE RECORD SHEET

HOW WERE YOU REFERRED TO OUR OFFICE (Check One):
Yellow Pages ☐ Internet ☐ Friend/Family ☐ Attorney Referral ☐ Billboard ☐
Former Client ☐ Sign in front of office ☐ Evansville Bar Referral Service ☐

Attorney you were referred to: _____ Reason for appointment _____
If someone referred you, please provide their name and address so we can thank them! _____
_____

(PLEASE PRINT)

NAME _____ **DATE** _____
First (MI) Last
ADDRESS _____ HOME PH# _____

CITY _____ STATE _____ ZIP _____ CELL # _____
EMAIL _____
S.S.# _____ DATE OF BIRTH _____ FAX# _____
(Do you need to be notified before faxing?)
Yes___ No___

EMPLOYER _____ WORK PH# _____

EMPLOYER ADDRESS _____ ZIP _____
City/State

SPOUSE _____ PHONE # _____
First (MI) Last
ADDRESS (If different) _____

CITY/STATE _____ ZIP _____

SPOUSE'S EMPLOYER _____ PHONE # _____

EMPLOYER ADDRESS _____ ZIP _____
City/State

OPPOSING PARTY _____
First (MI) Last
ADDRESS _____

CITY/STATE _____ ZIP _____

OPPOSING COUNSEL _____ PHONE # _____

ADDRESS _____ ZIP _____

EMAIL ADDRESS: _____ FAX # _____

Please visit our website if you are satisfied with your service!!

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FOR OFFICE USE ONLY
___Outlook Contacts List
___New Files Opened List
___WP Folders
___ Scan Case Record Sheet
___Cal Check
___Thank You Note
___BAR Cal Ck List

ACCOUNTING
___ Fee Agreement/Retainer Received
___Open in TABS
___Billing File Opened
___Log in/scan Fee Agreement