

LOUIS G. FAZZI, ESQ.
ATTORNEY & COUNSELOR AT LAW

Re: *Proposed Case*

Dear Potential Client:

At your request, attached is my questionnaire form. Before you begin to work on the form, there are several things you should know. I primarily focus on civil rights cases. There are a number of general classes of cases which I do not take at all. These include but are not limited to criminal cases, personal injury cases in general, family law cases, probate cases, and such other cases where:

- The potential Defendant has less than 25 employees; or

- The potential Defendant was headquartered out of state and all of the persons responsible for injury were out of state. I am licensed to practice in California, as well as in the Federal courts, including the United States Supreme Court, the 9th and 6th Circuit Courts of Appeal, the Northern and Central Districts in California, the Southern District in Ohio, as well as all courts in California.

The above list is not all-inclusive. If you fit one or more of the categories, however, I cannot assist you and you will need to consult another attorney immediately to determine what your rights may be. If your case does not fall into any of the above categories, please continue.

Enclosed is a Confidential Questionnaire. It is most important that you follow the directions exactly and provide as much information as possible. The more information I have, the better I will be able to evaluate your situation.

ALSO, IT IS ABSOLUTELY ESSENTIAL THAT YOU SUPPLY A DETAILED CHRONOLOGICAL MEMO, LISTING THE DATES, EVENTS, AND NAMES OF THE PERSONS INVOLVED, BEGINNING WITH THE OCCURRENCES WHICH LED UP TO YOUR INJURIES OR DAMAGES. Without this memo, I will be unable to evaluate your situation. Also provide me with ALL supporting documentation you may have pertaining to this matter. If you provide me with everything you have on your case, you can let me decide what is relevant or not.

When you have completed all the materials, make a copy of everything. I cannot make these copies for you so please do that yourself, either at a copy shop or other facility. Be sure the reproductions are readable. Send us the copies and keep the originals for now.

It could take me up to six weeks to evaluate your case and to make a determination whether I will be able to represent you, depending on my schedule. Sometimes I am engaged in lengthy trials, so please keep your calls to a minimum until you hear from me, except in case of emergency. If you believe your statute of limitations is in danger of expiring, please let me know

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this, and why you think so, immediately. If you do need to contact me, feel free to send me an email, which I can receive at any time of the day and respond to you promptly. Thank you for your patience, understanding, and cooperation.

While I do provide free consultations, which means that I do not charge a legal fee for the time spent in consulting with you and evaluating your possible case, I do incur administrative expenses during the investigative process. For this reason, I ask that you pay a charge of \$250 to help defray the cost of the investigation of your possible case, unless you are disabled or unemployed and supporting a family and cannot afford even this expense. Please tell me about this and I will consider waiving the administrative charge on a case by case basis. If you can afford to pay this, please do so and do not ask me to waive the charge. I do my best to help as many people as possible without charging high legal fees. Your willingness to assist me with this nominal administrative charge helps me provide service to a greater number of individuals who otherwise might go without legal assistance, and also shows me what you are willing to do to protect your own rights, so I appreciate your understanding.

Very truly yours,

LOUIS G. FAZZI
Attorney & Counselor at Law

lgf/os

Enclosure

CONFIDENTIAL QUESTIONNAIRE FOR ATTORNEY

PERSONAL

Your name: _____ Res. Phone _____

Address: _____ Date of Birth ___/___/___ Sex ___

City: _____ State: _____ Zip: _____

Present Employer: _____

Job Title: _____ Address: _____

City: _____ State: _____ Zip: _____

Annual Pay: \$ _____ Phone: _____

Spouse: _____ Employed? Yes ___ No ___

Ages of dependent children _____

To help determine the impact of your dispute, please give estimate of your total current income:

\$ _____ (Mo./Yr.)

Spouse: \$ _____ Sources: _____

Who referred you to us? _____

Address: _____

City: _____ State: _____ Zip: _____

HISTORY OF DISPUTE

Name of person or company with whom you have a dispute: _____

Telephone: (____) _____

Address: _____

City: _____ State: _____ Zip: _____

Please provide the following information:

1. Describe the dispute in detail from beginning to now. Give the names and titles of persons present during the dispute and what was said by each. (If you need more space, use the space at paragraph 12 or on the reverse side of the form and identify your further response by corresponding to the paragraph number.)

2. State candidly and fully your understanding of the facts supporting the other party's position. Name unfavorable witnesses.

3. State the facts you believe support your position. Name favorable witnesses. Indicate where they are now located.

4. Did the other party follow proper procedures in handling the dispute? If not, explain and describe procedures not followed.

5. Have you filed any charges, complaints or claims with any public agency (i.e., police report, discrimination, workers' compensation, unemployment, etc.)? If so, name agency and charge, date of filing and outcome.

6. Is there a written contract governing the dispute? Yes ___ No ___ If so, attach copy.

7. Were you denied access to any records? If so, explain.

8. State financial effect of the dispute on you and/or your family and explain all damages you contend you have suffered:

9. State effect of your dispute on:

- a. your health and your personal life
 - b. your family
 - c. your opportunities for employment or other impact on your life
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