

## **INTAKE FORM: Lawsuit Defendant**

Sometimes a minor dispute between neighbors turns into a legal battle despite your best intentions. Maybe that old tree you've been meaning to remove from your yard fell over in a storm, causing major damage to your neighbor's home. Maybe your dog gets loose while you're at work and he causes neighborhood chaos. Or maybe the tenant in your basement apartment just won't keep her music at a reasonable volume. If you've received a summons and complaint showing that your neighbor has sued you for damages, you need to consult with and hire a lawyer immediately. At an initial consultation, the attorney will likely ask you for the following information. Completing the Intake Form will help prepare you for the initial consultation.

Today's Date: \_\_\_\_\_

### **GENERAL CLIENT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Telephone Number: \_\_\_\_\_  
Area Code

Name on the Mortgage and Title: \_\_\_\_\_

Length of Time at This Address: \_\_\_\_\_

Number of Residential Units at This Address: \_\_\_\_\_

Number of People at This Address: \_\_\_\_\_

**CLIENT'S INSURANCE INFORMATION**

Name of  
(Homeowner's Liability) Insurer: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

City State Zip

Telephone Number: \_\_\_\_\_  
Area Code Extension

Policy Number: \_\_\_\_\_

Coverage Summary: \_\_\_\_\_

**INFORMATION ABOUT PLAINTIFF**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City State Zip

Location in Relation to Your Property: \_\_\_\_\_

Plaintiff's Attorney's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City State Zip

