Law Offices

Fong Joe Hou, L.L.C.

100 Wood Avenue S., Suite 118
THE PROVIDENT BANK BUILDING
Iselin, New Jersey 08830

Fong Joe Hou (fjhou@fjhlaw.com)
Phone (732)767-2880
Fax (732) 767-1099
Visit us online at www.fjhlaw.com
Michael A. Liem (mliem@fjhlaw.com)

NEW CASE MEMO

CLIENT INFORMATION

Client _____ File No. _____
Address _____
Date Opened _____ □ New Client □ Present Client
Phone(s): Home _____ Business _____ Cell _____
Email Address _____

CASE INFORMATION

File Title _____
Matter _____
Type of Case _____
Referred by _____ Obtained by _____
Adverse Party _____
Address _____
Phone(s) _____
Opposing Attorney _____
Address _____
Phones(s) _____ Fax _____
Fee Arrangements
_____

BILLING ARRANGEMENTS

1 Retainer of $ _____ Received on _____

NOTES

_____
_____
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