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**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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