

# THE HILBERT LAW FIRM

File # \_\_\_\_\_

**PLEASE PRINT ALL INFORMATION CLEARLY - THANK YOU!**

**CLIENT:** First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

NATURE OF ACTION: (EXAMPLES: Divorce, Adoption, Custody, Will, etc.) \_\_\_\_\_

**DO YOU HAVE AN ATTORNEY AT THE PRESENT TIME? (Check One)** Yes: \_\_\_\_\_ No: \_\_\_\_\_

REFERRED TO OUR FIRM BY: \_\_\_\_\_ PHONE: \_\_\_\_\_

**\* Please star (\*) the number at which you are most likely to be available at during business hours.**

TELEPHONE: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

CELL: \_\_\_\_\_ PAGER: \_\_\_\_\_

E-MAIL ADDRESS: WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

FACSIMILE: WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

As our client, you will regularly receive correspondence from our office. We must have an address for billing purposes and if you do not currently have one, you will need to open up a P.O. Box.

MAILING ADDRESS: Street Address/P.O. Box: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

YOUR EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **INFORMATION REGARDING OTHER PARENT/PARTY**

**FULL NAME OF OPPOSING PARTY:** \_\_\_\_\_

**MAIDEN NAME, if applicable:** \_\_\_\_\_

**NAME OF CURRENT SPOUSE OF OPPOSING PARTY (if married to someone other than client)** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_ **SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**HOME ADDRESS:** (PREFERABLY NOT A P.O. BOX) \_\_\_\_\_

HOME PHONE: (\_\_\_\_\_) \_\_\_\_\_

**BUSINESS ADDRESS:** (PREFERABLY NOT A P.O. BOX) \_\_\_\_\_

WORK PHONE: (\_\_\_\_\_) \_\_\_\_\_

**OPPOSING ATTORNEY:** \_\_\_\_\_ Address: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

HAVE YOU RECEIVED A SUMMONS AND COMPLAINT OR OTHER CORRESPONDENCE FROM AN OPPOSING ATTORNEY? \_\_\_\_\_

YOUR FULL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ (mm/dd/yy) SOCIAL SECURITY NUMBER: \_\_\_\_\_

CHILDREN:	FULL NAME	SOCIAL SECURITY #	DATE OF BIRTH

**PLEASE ANSWER AS MANY OF THE FOLLOWING QUESTIONS AS POSSIBLE  
(IF NOT APPLICABLE, PLEASE WRITE "N/A")**

DATE OF MARRIAGE: \_\_\_\_\_ (MM/DD/YR) COUNTY/STATE OF MARRIAGE \_\_\_\_\_/\_\_\_\_\_

DATE OF SEPARATION: \_\_\_\_\_ DATE OF DIVORCE DECREE: \_\_\_\_\_

DATE OF CUSTODY ORDER: \_\_\_\_\_ DATE OF SUPPORT ORDER \_\_\_\_\_

YOUR INCOME: \_\_\_\_\_/MONTH NET \_\_\_\_\_/MONTH GROSS

OPPOSING PARTY'S INCOME: \_\_\_\_\_/MONTH NET \_\_\_\_\_/MONTH GROSS

VEHICLES: YEAR/MAKE/MODEL	MONTHLY PAYMENT	IN WHOSE NAME?	APPROXIMATE \$VALUE

DO YOU OWN A HOME? \_\_\_\_\_ MONTHLY PAYMENT: \_\_\_\_\_ INCLUDES TAXES & INS? \_\_\_\_\_

TOTAL MORTGAGE AMOUNT: \_\_\_\_\_ ESTIMATED FAIR MARKET VALUE: \_\_\_\_\_

DO YOU HAVE ANY 2ND MORTGAGES? \_\_\_\_\_ TOTAL AMOUNT \_\_\_\_\_ MTHLY PYMT \_\_\_\_\_

# THE HILBERT LAW FIRM

403 E. EDENTON STREET

RALEIGH, NORTH CAROLINA 27601

919.256.3970 / FAX: 919.256.3971

## INITIAL INFORMATION ON FEES

Because we want our clients to understand fully the fees and costs paid for services rendered, we ask each client to read the following and sign this letter at the bottom.

1. We charge our clients as follows:
  - a. Initial interview. Ms. Hilbert's rate is \$250 (flat fee) for the first hour; after that she charges \$225/hr. for office work and \$250/hr. in court. . Ms. William's rate is \$225 (flat fee) for the first hour; after that she charges \$200/hr. for office work and \$225/hr. in court. **The client is expected to pay for the initial interview at the time it is concluded.**
  - b. Other costs. Postage, parking, fax (@ \$3 first page and \$1 each additional page), copying (@ .25 per page in-office), and long-distance telephone calls (@ .10 per minute) are charged to the client. Paralegal/law clerk charges are \$90 per hour, and Certified Legal Assistant (CLA) charges are \$105 per hour. Non-paralegal charges are \$75 per hour. Certain work is performed on a job or task basis, and the service charges are contained in our standard written contract. An Example is: Uncontested absolute divorce in Wake County with service either by Sheriff (in Wake County) or by certified mail -- flat fee of \$800 for legal work which includes the Wake County filing fee . The interview cost is separate from this fee.
  
2. We bill on a semi-monthly basis and you are expected to pay the balance shown and any additional fees shown upon receipt of the statement. If suit is necessary to recover attorney's fees due my attorney, the client agrees to pay fifteen percent (15%) of the amount claimed as additional attorney's fees in such action. Ms. Hilbert charges a flat reservation fee of \$750 and Ms. Williams charges a flat reservation fee of \$500 in most cases, and this is shown on the face of the contract that you will sign should you decide to retain the Hilbert Law Firm.

**I HAVE READ THIS LETTER AND AGREE TO BE RESPONSIBLE FOR THE ABOVE CHARGES.**

\_\_\_\_\_  
(SEAL) DATE: \_\_\_\_\_

SIGNATURE OF CLIENT

\_\_\_\_\_  
PRINT NAME HERE

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