

**Law Office of Tonya R. Coles**  
New Client Questionnaire

1. Full legal name

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2. Home Address

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3. Please provide a brief description of your legal issue

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4. Have you consulted another attorney about this issue? \_\_\_\_\_

If yes, what is the attorney's name? What was the result of the consultation?

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5. How did you hear of the Law Office of Tonya R. Coles?

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6. Employer's Name

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7. Business Address

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8. Business Telephone Number

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9. How long have you been employed by your present employer? \_\_\_\_\_

10. Home Telephone Number \_\_\_\_\_

11. Email Address \_\_\_\_\_

12. Social Security Number \_\_\_\_\_

13. Date of Birth \_\_\_\_\_

14. What is your marital status? (Never Married, Divorced, Widowed)

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15. If you are married, is this your only marriage? \_\_\_\_\_

16. If you have been previously married, how many times and to whom?  
What were the dates of divorce?

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17. If divorced, are you now paying alimony? \_\_\_\_\_

18. Do you have any children? If so, what are their names and ages?

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19. Do the children live with you? If not, where do they live and with whom?

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20. Are any of your children adopted or foster children?

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21. Do you have grandchildren? If so, what are their names and ages?

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Business Information (If you own a business, please complete this section)

22. What is the full legal name of your business?

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23. Do you use a trade name or fictitious name? If so, what is it?

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24. Is your business a partnership, corporation, association, or club?

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25. If a partnership, what are the names of the partners?

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Property

26. Do you own your own home? \_\_\_\_\_

27. How long have you lived at your present address? \_\_\_\_\_

28. Do you own any other realty? If so, where is it located?

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Military Record, Education and Health Background

29. Were you in military service? \_\_\_\_\_

30. If so, what was your serial number and branch of service? \_\_\_\_\_

31. Were you given any special citations or honors? What were the circumstances?  
What type of discharge did you receive? Were you honorably discharged?

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\_\_\_\_\_

32. Are you a high school or college graduate? If so, what school or college did you attend? What degrees did you obtain?

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33. Have you been in good physical and mental health during the past fifteen years? Please explain.

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Additional Information

34. Is there anything else you would like me to know?

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