

DATE: _____

**SEYMOUR LAW FIRM
GENERAL INTAKE FORM**

Purpose of visit today: _____

Client Name _____ DOB: _____ Sex: M ___ F ___
Last Name First Middle Maiden

Place of birth _____
City County State

Address: _____ Apt.# _____

City: _____ County: _____ State: _____ Zip: _____

Home Phone: (_____) _____ Work Phone: (_____) _____

E-Mail Address: _____ Cell Phone: (_____) _____

- I authorize emails concerning my case.
- I authorize emails of general interest from Seymour Law Firm.
- I authorize a follow up call regarding my consultation. If yes, please list a contact number. (_____) _____

Place of Employment: _____ Job Title: _____

Address of Employment: _____ City _____ St _____ Zip _____

Spouse's Name: _____ (Maiden name) _____ DOB: _____

Address(if different from yours): _____ City: _____ State: _____ ZIP: _____

Employer: _____ Work Phone: _____

Do you currently have a will? Yes _____ No _____

HOW WERE YOU REFERRED TO US? (Circle one) Office Sign I'm a Previous Client Bar Association Website
 Phonebook: _____ Friend: Name of Friend _____ Other: _____

PRIVACY POLICY REGARDING CLIENT INFORMATION

- Social Security information will only be used in the event you hire this firm to represent you in your legal matter, and then only when necessary in limited use during the course of your case.
- Social Security numbers are collected by the law firm from the client and all clients provide such information to the firm in writing.
- Social Security numbers are most often used to positively identify parties.
- Some uses may include initial service, in court orders, in orders to withhold wages for child support, in required reports filed with the State of Mississippi, or to obtain retirement information used to divide retirement benefits.
- Most courts require Social Security numbers of all parties.
- All information received from a client is confidential.
- Numbers are not released from the firm unless authorized by the client or required in the course of representation as previously stated herein.
- The employees of Seymour Law Firm have access to this personal information.
- Every step is taken to protect your privacy.
- This information is kept secure within the offices of the firm in file folders and file drawers.
- Files will eventually be shredded after the time designated by the State Bar requirement for maintaining the records has expired.
- Social Security numbers are also kept in firm software programs that are protected by password in our system which is further protected by firewalls.

I acknowledge that I have read the above privacy information provided by Seymour Law Firm regarding use of my Social Security number.

Signature _____ **Date** _____