

FOR OFFICE USE ONLY - File # \_\_\_\_\_ ATTY \_\_\_\_\_ Start Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

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

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

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

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

FAX - WORK: \_\_\_\_\_ FAX - HOME: \_\_\_\_\_

E-MAIL ADDRESS: WORK: \_\_\_\_\_ CELL PHONE \_\_\_\_\_

(SECURE) HOME: \_\_\_\_\_ PAGER \_\_\_\_\_

\_\_\_\_\_: by initialing, I confirm that HOME e-mail is a secured e-mail address and Opposing Party does not have access.

If you **DO NOT** want us to use the above phone or fax numbers,  
please give an alternate number: Alternate Phone: \_\_\_\_\_ Alternate Fax: \_\_\_\_\_

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

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

**\*\*\*IF YOU WANT CORRESPONDENCE SENT TO A DIFFERENT ADDRESS (OTHER THE ABOVE ADDRESS), please indicate below\*\*\***

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.

Alternate Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

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

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

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

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

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

**CONFLICT CHECK AND FILE SET-UP:**

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

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

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

**FOR OFFICE USE ONLY:**

**I HAVE SET UP A CLIENT DIRECTORY UNDER THE FOLLOWING NAME:** \_\_\_\_\_

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

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

CHILDREN:	FULL NAME	SOCIAL SECURITY #	DATE OF BIRTH

**INFORMATION REGARDING OPPOSING PARTY**

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

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: (\_\_\_\_\_) \_\_\_\_\_

**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	MTHLY PYMT	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 \_\_\_\_\_

**QUESTIONNAIRE**  
**ELECTRONIC ACTIVITY & ONLINE PRESENCE**

*We will keep this information strictly confidential. We seek this information because of our legal and ethical duty to affirmatively examine your online profile and because the opposing party & opposing counsel will conduct a similar search.*

**SOCIAL MEDIA SITES (Client Accounts):**

Do you have an account on any of these sites? If so, please provide account name and whether the account is "private" (requiring your permission to be followed or friended) or "public."

Facebook: \_\_\_\_\_

Twitter: @\_\_\_\_\_ private \_\_\_\_\_ public

LinkedIn: \_\_\_\_\_

Instagram: \_\_\_\_\_ private \_\_\_\_\_ public

YouTube: \_\_\_\_\_

Reddit: \_\_\_\_\_

Vine: \_\_\_\_\_

Snapchat: \_\_\_\_\_ private \_\_\_\_\_ public

Google+: \_\_\_\_\_

Tumblr: \_\_\_\_\_

Flickr: \_\_\_\_\_

Pinterest: \_\_\_\_\_

MeetMe: \_\_\_\_\_

Tagged: \_\_\_\_\_

MeetUp: \_\_\_\_\_

OTHER:

---

---

---

---

---

**DATING SITES (Client Accounts):**

Do you have an account at any dating site (aka: Match; eHarmony; OKCupid; ChristianMingle; JDate; etc) ? If so, please list which site and how your profile is listed:

---

---

---

---

---

---

---

**LIST INFORMATION ABOUT THE OPPOSING PARTY'S ONLINE PRESENCE:**

**SOCIAL MEDIA SITES (Opposing Party's Accounts):**

Does the OPPOSING PARTY have an account on any of these sites? If so, please provide account name and whether the account is "private" (requiring their permission to be followed or friended) or "public."

Facebook: \_\_\_\_\_

Twitter: @ \_\_\_\_\_  
                  \_\_\_\_\_ private           \_\_\_\_\_ public

LinkedIn: \_\_\_\_\_

Instagram: \_\_\_\_\_  
                  \_\_\_\_\_ private           \_\_\_\_\_ public

YouTube: \_\_\_\_\_

Reddit: \_\_\_\_\_

Vine: \_\_\_\_\_

Snapchat: \_\_\_\_\_  
                  \_\_\_\_\_private      \_\_\_\_\_public

Google+: \_\_\_\_\_

Tumblr: \_\_\_\_\_

Flickr: \_\_\_\_\_

Pinterest: \_\_\_\_\_

MeetMe: \_\_\_\_\_

Tagged: \_\_\_\_\_

MeetUp: \_\_\_\_\_

OTHER:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATING SITES (Opposing Party's Accounts):**

Does the OPPOSING PARTY have an account at any dating site (aka: Match; eHarmony; OKCupid; ChristianMingle; JDate; etc) ? If so, please list which site and how their profile is listed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



LAW OFFICES OF

MARK E. SULLIVAN, P.A.

ATTORNEYS AT LAW

**CLIENT INFORMATION LETTER #15**

**SUBJECT: 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. Mr. Sullivan's rate is \$450 (flat fee) up to the first hour and prorated after the first hour at his regular hourly rate of \$400 for office work. His hourly in-court rate is \$425. Mr. Hilscher's rate is \$325 (flat fee) up to the first hour and prorated after the first hour at his regular hourly rate of \$275 for office work. His hourly in-court rate is \$300. These rates also apply to follow-up phone calls and other work. **The client is expected to pay for the initial interview at the time it is concluded.** There may be additional time charged (after the initial interview) to prepare a memo for record or to record notes from the interview.
  - b. Other costs. Postage, parking, fax, copying (@ .25 per page in-office), and long-distance telephone calls are charged to the client. Filing a divorce complaint in Wake County District Court costs \$225, and the fee for service by the sheriff is \$30 within North Carolina. Other complaints in Wake County District Court costs \$150. There is a \$20 filing fee for every filing that contains one or more motions (with limited exclusions). Certified Paralegal charges are \$120 per hour. Paralegal and Law Clerk charges are \$110 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. Examples are:
  - c. Advance Document review -- Mr. Sullivan charges a flat fee of \$450 and Mr. Hilscher charges a flat fee of \$325 for review of any agreement not prepared in our office (without opinion letter), separate from the interview fee.
2. We bill on a 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. Mr. Sullivan charges a flat reservation fee of \$1500 and Mr. Hilscher charges \$750 in most cases, as shown on the face of the contract that you will sign.
3. Please read our client brochure, "**You and Your Case--Family Law**," for further information.

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

\_\_\_\_\_  
(SEAL) DATE: \_\_\_\_\_  
SIGNATURE OF CLIENT

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

**We highly recommend changing your Secure Home e-mail password to prevent access by Opposing Party; make certain to choose a password that is unusual and/or unique.** Rev. 8/2018