



Employee Litigation Intake Form

Client Information:

- Full Name:
- Date of Birth:
- Gender:
- Contact Number:
- Email Address:
- Address:
- City:
- State:
- Zip Code:

Employment Information:

- Current Employer:
- Position/Title:
- Length of Employment:
- Date of Hire:
- Supervisor's Name:
- Reason for Seeking Legal Assistance:

Details of Alleged Employment Issue:

- Briefly describe the nature of the dispute or issue:

Legal Proceedings:

- Have you filed a complaint with any governmental agency (e.g., EEOC, DOL, etc.) regarding this matter? If yes, please provide detail:
- Have you initiated any legal action (e.g., lawsuit, arbitration) related to this matter? If yes, please provide details:
- Are there any pending deadlines or court dates associated with this matter? If yes, please specify:
- Have you retained legal representation for this matter before contacting our firm? If yes, please provide details:



Documents and Evidence:

- Have you collected any documents or evidence related to this matter (e.g., employment contracts, emails, performance evaluations, etc.)? If yes, please describe:
- Are there any witnesses who can corroborate your claims? If yes, please provide their contact information:

Additional Information:

- Is there any other information you believe is important for us to know about your case?
- Do you have any questions or concerns regarding the legal process?

Preferred Method of Contact:

- How would you prefer to be contacted for follow-up (phone, email, etc.)?

This intake form can be customized further to suit the specific requirements and procedures of the law firm. Additionally, ensure that the form complies with all relevant privacy and confidentiality regulations.