

Gresham Family & Bankruptcy Law

New Client Information Form

TODAY'S DATE _____		
Client's Full Name _____		
Home Address _____		
City/State _____	Zip _____	
Mailing Address (if different): _____		
City/State _____	Zip _____	
Telephone (Home) _____	Work # _____	Cell # _____
E-Mail Address: _____		
Emergency Contact: Name _____	Relationship _____	Telephone _____
Opposing Party: _____		
Opposing Attorney: _____		Phone: _____
Referred By: _____		
Conference With Attorney Regarding: _____		

PRIVACY POLICY NOTICE

Attorneys, like other professionals who advise on personal financial matters, are required by federal law to inform their clients of their policies regarding privacy of client information. Attorneys have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by this law. Therefore, we have always protected your right to privacy.

Social Security and Driver's License 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 Oregon 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 Gresham Family & Bankruptcy Law 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 until such time that the file information is retired and the file removed to storage in a locked, off-site storage facility. 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 an extensive firewall.

I acknowledge that I have read the above privacy information provided by Gresham Family & Bankruptcy Law.

Signature

Date

Signature

Date