



THE BELTZ LAW FIRM

10103 GARLAND ROAD DALLAS, TEXAS 75218

Ph: 1-866-921-3684

Fax: 214-321-4157

ATTORNEYS & COUNSELORS



CLIENT INFORMATION FORM

INSTRUCTIONS: Answer all questions truthfully and completely. The information you enter in this questionnaire will be held confidential. The information will not be disclosed to anyone outside of this office, except in the course of rendering legal services on your behalf if we are hired as your counsel, or unless otherwise required by law. **COMPLETING THIS QUESTIONNAIRE DOES NOT CREATE AN ATTORNEY-CLIENT RELATIONSHIP. IN ORDER TO CREATE AN ATTORNEY-CLIENT RELATIONSHIP YOU MUST CONTACT OUR OFFICE TO DISCUSS THE TERMS OF SERVICES PROVIDED BY THE BELTZ LAW FIRM.**

Date: _____

CLIENT INQUIRY INFORMATION

Your Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

County of Residence: _____ You have lived at current address since: _____

Home Phone: _____ Home Facsimile No: _____

Cell Phone No: _____ Pager/Beeper No: _____

E-mail Address: _____

Soc. Sec. No: _____ Driver's License No: _____

Date of Birth: _____ State/Country of Birth: _____

Other names you have been known by: _____

EMPLOYER: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Work Facsimile No: _____

Work E-mail Address: _____

How long have you worked at this employer? _____

Position: _____ Salary/Earnings: \$ _____

Name of Emergency Contact, and Relation to You: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Nature of case , charges filed against you and reason for seeking consultation with our office: _____

Has a case number been assigned to this matter yet? YES/NO
If so, please write the case number assigned: _____

Has a court date been assigned to this matter yet? YES/NO
If so, please write the date of your next court setting: _____

Were you arrested on the charges brought against you? YES/NO

- If so, please attach a copy of the police report
- If you do not have a copy of the police report please give us the following information:
- Date of alleged criminal act: _____
- Time the alleged act occurred: _____
- Location of alleged act: _____
- Name of arresting agency: _____

How did you hear about our office? _____

OTHER PARTY INFORMATION WHO WITNESSED OFFENSE YOU ARE BEING CHARGED WITH OR WHO WILL TESTIFY ON YOUR BEHALF

Name: _____
Home Address: _____
City: _____ State: _____ Zip Code: _____
County of Residence: _____ Other party has lived at this address since: _____

Home Phone: _____ Home Facsimile No: _____
Cell Phone No: _____ Pager/Beeper No: _____
E-mail Address: _____

Soc. Sec. No.: _____ Driver's License No: _____
Date of Birth: _____ State/Country of Birth: _____

Other names this person has been known by: _____

EMPLOYER: _____
Work Address: _____
City: _____ State: _____ Zip Code: _____
Work Phone: _____ Work Facsimile No: _____
Work E-mail Address: _____

How long has other party worked at this employer? _____
Position: _____ Salary/Earnings: \$ _____

Describe what this person witnessed or will attest to:

Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

County of Residence: _____ Other party has lived at this address since: _____

Home Phone: _____ Home Facsimile No: _____

Cell Phone No: _____ Pager/Beeper No: _____

E-mail Address: _____

Soc. Sec. No.: _____ Driver's License No: _____

Date of Birth: _____ State/Country of Birth: _____

Other names this person has been known by: _____

EMPLOYER: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Work Facsimile No: _____

Work E-mail Address: _____

How long has other party worked at this employer? _____

Position: _____ Salary/Earnings: \$ _____

Describe what this person witnessed or will attest to:

OTHER PARTY INFORMATION WHO WITNESSED OFFENSE YOU ARE BEING CHARGED WITH AND WHO WILL TESTIFY AGAINST YOU IN THIS MATTER

Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

County of Residence: _____ Other party has lived at this address since: _____

Home Phone: _____ Home Facsimile No: _____

Cell Phone No: _____ Pager/Beeper No: _____

E-mail Address: _____

Soc. Sec. No.: _____ Driver's License No: _____
Date of Birth: _____ State/Country of Birth: _____

Other names this person has been known by: _____

EMPLOYER: _____
Work Address: _____
City: _____ State: _____ Zip Code: _____
Work Phone: _____ Work Facsimile No: _____
Work E-mail Address: _____

How long has other party worked at this employer? _____
Position: _____ Salary/Earnings: \$ _____

Describe what this person witnessed or will attest to:

Name: _____
Home Address: _____
City: _____ State: _____ Zip Code: _____
County of Residence: _____ Other party has lived at this address since: _____

Home Phone: _____ Home Facsimile No: _____
Cell Phone No: _____ Pager/Beeper No: _____
E-mail Address: _____

Soc. Sec. No.: _____ Driver's License No: _____
Date of Birth: _____ State/Country of Birth: _____

Other names this person has been known by: _____

EMPLOYER: _____
Work Address: _____
City: _____ State: _____ Zip Code: _____
Work Phone: _____ Work Facsimile No: _____
Work E-mail Address: _____

How long has other party worked at this employer? _____
Position: _____ Salary/Earnings: \$ _____

Describe what this person witnessed or will attest to:

Have charges already been filed in this matter? ____ Yes ____ No

If YES, please answer the questions below:

Name of Court charges have been filed in : _____

City where Court is located: _____ *Phone:* _____

Have you already posted bond on this matter? Yes No

Indicate if any other attorney has:

Represented other party in other matters (besides this case)? Yes No

Provided advice or other services to you regarding this case? Yes No

Provided advice or other services to you regarding other matters? Yes No

Talked with you in person or by telephone regarding this case? Yes No

Sent a letter or other written communications to you related to this case? Yes No

Served papers (by a sheriff or process server) upon you in this case? Yes No

CONTRACT OF EMPLOYMENT

This agreement is between _____ ("Client") and The Beltz Law Firm ("Attorney"), Attorney at Law.

1. Client hereby employs The Beltz Law Firm for representation in the matter of State of Texas v. _____, wherein Client is charged with the offense of _____.

2. In consideration of the representation provided by Attorney in this case, Client agrees to pay a fee as set out below:

Client agrees to pay a fee for the pretrial stage of this case, not including preparation, filing, and presenting pretrial motions, in the amount of \$_____, payable now. If it is necessary to have a trial to a jury on the charges, Client agrees to pay an additional fee of \$_____ for the preparation for trial and trial of this case, including pretrial motions, pretrial hearings, and all other things necessary for a proper defense.

Additional Payment Plan Arrangements are as follows:

Client signature

3. It is expressly agreed and understood that the above fee does not include:

- a. Any appeal which may be taken to a Court of Appeals or to the Court of Criminal Appeals, nor does it include a petition for discretionary review to the Court of Criminal Appeals or any other form of appellate review, whether in state or federal court;
- b. Any expenses necessary to prepare and investigate the case and does not include any of the expenses of preparing the record for appeal;
- c. A retrial of the case if, for any reason, the case must be retried.

4. It is expressly agreed and understood that the above fee does include:

- a. A preliminary investigation into the facts and circumstances of the case, legal research, and advice to Client regarding the case;
- b. A plea of guilty or no contest to the charges or to some lesser included offense that disposes of the charges;
- c. Preparing for and defending Client in a trial before a jury on the charges, if the additional fee set out above is paid promptly by Client.

5. Attorney may employ experts and investigators to assist in the defense of the case. All such experts and investigators shall report directly and exclusively to Attorney.

6. It is agreed and understood that various expenses may be incurred in the defense of the case. These may include, but are not limited to, photocopying charges, long distance telephone charges, travel expenses, fees paid to investigators and experts, witness fees, costs of preparing a reporter's record, and other court costs. These costs and

expenses will always remain the ultimate responsibility of Client. Attorney may pay any of these costs, but all costs advanced by Attorney will be promptly repaid to Attorney by Client and are payable when billed to Client, in addition to the fee set out in this agreement.

7. Attorney may, at Attorney's discretion, employ associate counsel at no additional charge to Client.

8. Client agrees to promptly inform Attorney of all changes in Client's address or telephone number, as soon as such changes occur.

9. Client further agrees to keep all appointments with Attorney and, if an unexpected event occurs that prevents Client from keeping any appointment, agrees to immediately notify Attorney when an appointment cannot be kept.

10. Client agrees to attend any and all court dates, court hearings, and other official appearances in connection with the charges in this matter. Client further agrees to immediately inform Attorney of anything that will prevent Client from attending scheduled court dates or appearances.

11. It is agreed that, in the event payment is not made as specified in this agreement, Attorney may withdraw from representation of Client and will owe no further duty as attorney for Client. It is further agreed that in the event Client fails to appear for one or more appointments with Attorney or fails to appear on time or fails to appear at all for one or more court appearances or hearings, Attorney may withdraw from representation of Client and will owe no further duty as attorney for Client. Notice of intent to withdraw and a copy of any motion to withdraw filed with any court shall be given by certified mail, return receipt requested, 14 days in advance to Client at Client's address set out below.

12. Attorney agrees to use Attorney's best professional judgment in advising Client in regard to this matter. Attorney further agrees to represent Client to the best of Attorney's ability, within the limits of the law and professional ethics.

13. It is expressly agreed and understood that **NO PROMISES OR GUARANTEES** as to the outcome of the case have been made to Client by Attorney. It is further expressly agreed and understood that no other representations have been made to Client, except for those set out in this Employment Contract.

14. Client acknowledges receiving a copy of this Employment Contract on the date shown below.

SIGNED _____.

Client

The Beltz Law Firm
10103 Garland Road
Dallas, TX 75218
Tel: (214) 321-4105
Fax: (214) 321-4157

By: _____
Jeffrey J. Beltz
State Bar No. 24038764



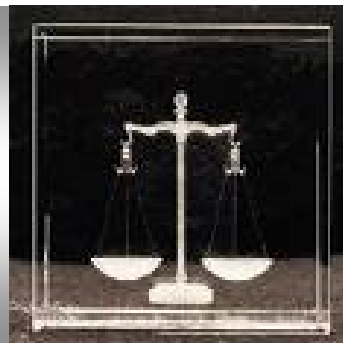
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ATTORNEYS & COUNSELORS



CREDIT CARD CHARGE AUTHORIZATION

(circle the applicable card logo)



MC/VISA/DISC :

3 DIGIT CARD CODE:

CARD EXPIRATION DATE: _____

TOTAL CHARGE AMOUNT FOR SERVICES PROVIDED: _____ \$ _____

CHARGE AMOUNT TODAY: _____ \$

REMAINING BALANCE OWED: _____ \$ _____

RECURRING CHARGE AMOUNT: _____ \$ _____

NUMBER OF MONTHS TO CONTINUE RECURRING CHARGE: _____

START DATE FOR RECURRING CHARGE: MONTH: _____ DAY _____ YEAR _____

FIRST NAME	MIDDLE NAME	LAST NAME		
STREET ADDRESS	STREET NAME	CITY	STATE	ZIP
DATE	SIGNATURE			