



**LAW OFFICE OF DERBHA H. JONES, PLLC
ATTORNEY – MEDIATOR**

CLIENT INFORMATION

Date: _____

Name: _____

D.O.B.: _____

SS#: _____

Address: _____

Driver's License No. and Issuing State: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Employer: _____

Employer's Address: _____

Emergency Contact Person: _____

Address: _____

Phone Number: _____

Have you spoken to another attorney about this matter: _____

How were you referred to this office: _____

PRIVACY POLICY AS TO SOCIAL SECURITY NUMBERS:

SOCIAL SECURITY INFORMATION WILL ONLY BE USED IN THE EVENT YOU HIRE THE FIRM TO REPRESENT YOU IN THIS FAMILY LAW 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 LAW FIRM IN WRITING.
- SOCIAL SECURITY NUMBERS ARE USED TO IDENTIFY PARTIES WHETHER FOR INITIAL SERVICE IN COURT ORDERS, IN ORDERS TO WITHHOLD WAGES FOR CHILD SUPPORT, IN REQUIRED REPORTS FILED WITH THE STATE OF TEXAS, OR TO OBTAIN RETIREMENT INFORMATION USED TO DIVIDE RETIREMENT BENEFITS.
- ALL INFORMATION RECEIVED FROM A CLIENT IS CONFIDENTIAL, PARTICULARLY SOCIAL SECURITY NUMBERS. SOCIAL SECURITY 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 THE LAW OFFICE OF DERBHA H. JONES, P.L.L.C. HAVE ACCESS TO THIS PERSONAL INFORMATION.
- EVERY STEP IS TAKEN TO PROTECT YOUR PRIVACY. THIS INFORMATION IS KEPT SECURE WITHIN THE OFFICE 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. THE CLIENT INFORMATION WILL EVENTUALLY BE SHREDDED.

I acknowledge that I have read the foregoing and that I have provided the above information.

SIGNATURE

DATE