

Current Client: Y / N – Case #: \_\_\_\_\_

Thank you card \_\_\_\_\_

Guadalupe Church free clinic \_\_\_\_\_

# ALBUJA LAW LLC

Date: \_\_\_\_\_ Appointment time: \_\_\_\_\_ Arrival time: \_\_\_\_\_

## Consultation Fee: \$150.00

Payment Method:  Cash  Check (made payable to ALBUJA LAW LLC)  Credit Card

### GENERAL INFORMATION:

Full name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Marital Status: Single  Married

Divorced  Widow/Widower  Date and Place of marriage/divorce: \_\_\_\_\_

Telephone: H / C / W \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Briefly describe your situation: \_\_\_\_\_

Have you visited our office in the past? Y  N

Have you or any member of your family had issues with law enforcement and/or immigration?

Y  N

Have you or any member of your family filed a petition or have a petition pending with immigration?

Y  N

Have you or any member of your family been a victim of crime in the U.S. or abroad?

Y  N

### PERSONAL PREFERENCES:

Would you like to be contacted in the future regarding immigration news or information related to your specific case? Y  N  (Initials \_\_\_\_\_)

If so, how would you like to be notified? Phone  Mail  E-mail  Telephone

How many people will be attending the consultation with you? \_\_\_\_\_

Please include name and relationship of the person(s).

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Due to confidentiality ALBUJA LAW does not allow a 3<sup>rd</sup> party to be part of your consultation.**

**Continued on back**

How did you hear about us: Church: Nuestra Señora de Guadalupe San Cayetano another church  
Attorney referral other: \_\_\_\_\_

Do you like animals? Y  N   
Are you or someone with you allergic to dogs? Y  N

Dear Sir or Madam:

This intake confirms that on the above date, you met with Albuja Law LLC to obtain information about one or more immigration matters. During this initial consultation, Albuja Law LLC answered questions and provided legal options **based upon the limited information you provided**. It is quite possible that the legal advice and/or opinions Albuja Law LLC presented may change once Albuja Law LLC receives more comprehensive information about your case.

This intake also confirms that you **did not** retain the services of Albuja Law LLC during your initial consultation. Therefore, Albuja Law LLC will not be acting as your attorney in any capacity unless you formally retain Albuja Law LLC by signing a formal legal fee agreement. **Please note that the legal fees quoted are valid for one week from today's date. We will call you on the seventh day to see if you wish to proceed with your case.**

Sincerely,

**María Belén Albuja,**  
Immigration Attorney

If you wish to know more about our office or about immigration, please visit us at  
**albujalaw.com** or **Facebook@Albuja Law**



**Signature of attendee:** \_\_\_\_\_

*All information gathered during your initial consultation will be kept **for 1 month only**. If you decide after one month to open your case, a new consultation may be warranted. It is a pleasure to serve you!*

---

**Office use only**

Contract: Y / N

E-mail / Mail / Hand: Date Sent: \_\_\_\_\_ Follow Up: \_\_\_\_\_

Case: \_\_\_\_\_

Fee: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_