

POTENTIAL CLIENT QUESTIONNAIRE

Thank you for calling our office for potential representation in your case. For efficiency and to better assist you regarding your specific issues, please provide us with the information requested. One of our attorneys will personally review the information you provide and our office will contact you. We respond to each of our potential clients in approximately one week, sometimes sooner.

PLEASE PRINT

Name:

Telephone:

Home Address:

E-mail Address:

How did you hear about us?

* * * * *

1. Name of employer you wish to seek legal action against:
2. Address of employer, particularly the city or county:
3. Position you held and rate of pay:
4. Years you were employed:
5. Were you terminated or did you resign? When (exact date)?
6. Describe what happened at your place of employment that caused you to seek legal action (attach additional pages if necessary [limit 3 extra pages])
7. When did the events described above take place? Has it been more than one year?
8. Do you believe that your treatment at work was motivated by discrimination? If so, on what basis [race, age (over 40), national origin, sexual orientation, religion, disability, marital status, pregnancy, gender, sexual harassment, etc.]?

8a. Were comments made about your (age, gender, race/national origin, disability, sexual orientation, or religion)?

9. Were people who were (younger, opposite sex, other race, not disabled, not homosexual or of a different religion) treated more favorably?

10. Do you believe that you were retaliated against for complaining about discrimination or for complaining about some illegal activity at the workplace? If so, please provide details (exactly, what did you complain about?):

10a. Did you complain in writing or verbally?

10b. Who did you complain to (i.e., manager, president, director, supervisor, etc.)?

10c. What was the response of the employer when you complained (i.e., investigated, did nothing, punished you, etc.)?

11. Do you have any witnesses or documents to help prove your claims? If so, describe:

12. Have you filed a complaint with the Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC)? If so, what is the status of your filing (i.e., under investigation, you have a right-to-sue letter, etc.)?

13. Have you filed any lawsuits in the past? If so, what type, and how many?

Please bear in mind, that if you have time deadlines (or statute of limitations) that are quickly approaching, we cannot guarantee that we will respond in time for us to assist you in filing a lawsuit. You should take immediate action.

You may fax your questionnaire to: **(310) 551-3019**

Or E-mail it to: toni@tjllaw.com

Or mail it to: **LAW OFFICES OF TONI J. JARAMILLA
10100 Santa Monica Blvd., Ste. 300
Los Angeles, CA 90067**

Date:

Signature: