



ATTORNEY WORK ORDER

GETTING STARTED: We will open a file upon receipt of your work order from for contract paralegal services:

Kindly return your intake form by email paralegalplusunlimited@gmail.com or **Office/Fax: 800-526-6095**.

Note: The following questions will help us to understand your requested services, and to ensure that we have been provided with all the necessary facts to complete your work order. Your assignment shall be held in strict confidence.

Name (Print):

Attorney's Name: _____

Law Firm Name _____

Telephone:

Address: _____

Explain your project: (We will follow-up and confirm your instructions)

DEPOSITS ARE REQUIRED PER ASSIGNMENT:
MINIMUM DEPOSIT -SMALL JOB \$120.00
LARGE JOBS - CONTACT THE OFFICE

DEADLINE: _____

PROJECT INFORMATION:

Case Docket Number: _____ **What are your deadlines?** _____ **Projected Duration of Project:** _____

Type of Case: Divorce [☐] Family [☐] Bankruptcy [☐] Immigration [☐] Estate Planning [☐]
Litigation [☐] Real Estate [☐] Secretarial /Administrative [☐] Document Preparation [☐]
Billing [☐] Other [☐]

PARTIES IN THE CASE:

Case Name _____

Specific Instructions:

How did you learn of our office: [☐] Referral [☐] Yellow Pages [☐] Craigslist [☐] other: _____

SURVEY: If you choose our service you will receive a brief survey upon completion of the service. Let us know how we are doing. We want to provide the best service impossible. Be honest! Straight forward! We appreciate all feedback! Thank you in advance for choosing our service.