

# Client contact sheet

Date of your visit: \_\_\_\_\_

## Your contact details

Name	
Address	
Telephone	
Email	

## Your contact with RLAS

Have you been to RLAS before		How you heard about RLAS (circle choice)	Citizens Advice	Internet search	LawWorks	Other	Referred
If you have, when?		If other, how?					
About the same matter?		If RLAS needs to contact you, how can do so? (circle choice)	By email / By telephone / By post				

## What are you seeking advice on?

Business / Charity services (including insurance, etc)	
Civil liberties	
Community care	
Consumer / contract	
Council (planning, parking, etc)	
Crime (including traffic offences and parking fines)	
Data protection	
Debt, personal finance, tax, insolvency	
Education (including Special Education Needs & Disability)	
Employment	
Family, divorce, relationship, child law	
Immigration	
Landlord and tenant / housing	
Litigation (civil)	
Neighbour	
Personal injury / Medical negligence	
Property ownership (leasehold, freehold)	
Services provided by a lawyer	
Welfare benefits	
Wills and probate	
Other:	

## Please give details

Please provide as much relevant and factual information about your matter as you can. **You can continue over the other side.**

Tick the appropriate purple box

## Please give details

Please provide as much relevant and factual information about your matter as you can

## Advice given

For the lawyer to complete

Name of adviser		Date:	
Referral to:		If not able to help the client	

