EDO Qld. Environmental Defenders Office

CONFIDENTIAL - INTAKE SHEET - ADVICE FORM

CLIENT TO COMPLETE

These details will allow EDO Qld to do a conflict check before advice is give. If there is a conflict of interest, you may be referred to another solicitor. Other information is collected for statistical purposes. Your personal information is never disclosed to a third party without your express permission.

Please return the completed form to edoqld@edo.org.au, 30 Hardgrave Rd West End QLD 4101 or fax 07 3211 4655.

Date:	***(Shaded boxes – office use only*** **CLIENT ID**

MATTER/ADVICE TITLE *(max 20 characters)*	
MATTER ID NUMBER:	**ADVICE NUMBER:**

Client Type: ☐**Individual** ☐**Group** ☐**Incorporated Association**

Client Name:

If group, name of contact person:

Date of Birth *(optional)*:	**Gender:** ☐**Male** ☐**Female** ☐**Unstated**

Is your income: ***(or your group's income)***	☐unstated	☐less than $35K pa	☐$35-65K pa	☐over $65K pa	☐no income?

Address:

Telephone number/s:

Email address:

Please give the names/s of other parties in this matter below:

OTHER parties *(opposed)*:	**RELATED parties *(same side)*:**

Can client afford private legal assistance for this matter? ☐**YES** ☐**NO**

Does client have a personal financial interest in this matter? ☐**YES** ☐**NO**

Is it a public interest case? Give a one line description:

Click here to enter text.

Has the client read EDO Qld's Advice and Casework Guidelines? http://www.edo.org.au/edoqld/who-we-help/

☐**YES** ☐**NO**

Does the client authorise EDO Qld to retain private information for a period of 7 years from the date of client's last advice, after which time it will be destroyed?
☐**YES** ☐**NO**

Who referred client to EDO Qld / How did you hear about EDO Qld?

Please attach a summary of your query (no more than one page) and specific question/s. We will put your enquiry on a list, and contact you as soon as possible. Your patience is appreciated.