To maintain confidentiality of our records, we ask that you provide this completed form prior to requesting any information from our office. We suggest you keep a copy on hand for signature during your client's visit. No records will be released without our receipt of this or an equivalent form.

Law Firm Completion					
Firm Representing Client					
Firm Contact Name		Telephone Number	Fax Nur	Fax Number	
Address		City	State	ZIP Code	
Initial Court Appearance Date (if known)				1	
Client Completion					
Client Name (please print and include middle initial	)				
ents Drivers License Number State Date of Birth		Date of	Date of Offense		
I, the above named client or legal representative, h all records concerning my case file(s).	ereby acknowledge that the ab	pove firm is representing m	ne and may ha	ive access to any and	
Client or Legal Representative Name			Relation	Relationship to Client	
Signature			Date		