**CONFIDENTIAL - INTAKE SHEET**

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| **PART A – CLIENT TO COMPLETE**  *These details will allow EDO 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 Brisbane@edo.org.au or post to 8/205 Montague Rd West End QLD 4101** | |
| **Date of enquiry:** |  |

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| **Client Type: Are you an** | | **Individual** | | | **Organisation/group** | | | | | | | |
| **Client Name:** | | | | | | | | | | | | |
| **If group, name of contact person:** | | | | | | | | | | | | |
| **Date of Birth: (req’d)** | | | | **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 you afford private legal assistance for this matter? YES NO** | | | | | | | | | | | | |
| **Do you have a personal financial interest in this matter? YES NO** | | | | | | | | | | | | |
| **Have you read EDO’s Advice and Casework Guidelines?** https://www.edo.org.au/get-advice-from-our-brisbane-team/  **YES NO** | | | | | | | | | | | | |
| **Is it a public interest case? Give a one line description:** | | | | | | | | | | | | |
| **What Environmental issue is your matter concerned with?** | | | | | | | | | | | | |
| **EDO will retain private information for a period of 7 years from the date of client’s last advice, after which time it will be destroyed.** | | | | | | | | | | | | |
| **Who referred client to EDO / How did you hear about EDO?** | | | | | | | | | | | | |

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| **Please provide details of any deadlines, limitation dates or trial or hearing dates for your proceedings.** |

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| **Has an application been filed with any Court? If so, which court?** |

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| **What result are you seeking?** |

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| **Questions you would like legal assistance with** *(please number each question)***:** |

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| **Background to your questions *(no more than one page)*:**  **(**What are the relevant facts of your matter including key dates, in date order, starting with the earliest date?) |

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| *Thank you for your enquiry.*  *We will contact you as soon as possible. Your patience is appreciated.* |