

Caffarelli & Siegel Ltd.

TWO PRUDENTIAL PLAZA
180 NORTH STETSON, SUITE 3150 • CHICAGO, IL 60601
TEL (312) 540-1230 • FAX (312) 540-1231
www.caffarelli.com

Supplemental Questionnaire For New Clients With Litigation Matters

This questionnaire is attorney-client privileged. Do not share your responses to this questionnaire with anyone else.

Please complete on separate sheets of paper. If you are not sure of how to respond to a question, please write “unsure.”

A. Witnesses/Individuals With Information About Your Case

For each witness or individual who may have information regarding your case (whether positive or negative), please provide:

1. The individual's full name;
2. The individual's last known address;
3. The individual's last known telephone number;
4. A brief statement of who the individual is and what the individual knows about your case; and
5. A brief statement of whether you think the individual would be helpful to your case and your opinion as to whether we should contact him or her.

Potential witnesses may include, but are not limited to: your supervisor, your co-workers, your family members, and other members of your employer's management.

B. Documents

Most likely, there are many documents which are relevant to your case. Keep in mind that the term “documents” means more than actual legal documents such as contracts, etc. The term “documents” means virtually anything that is in writing. They include, but are not limited to: your personnel file, notes (whether typed or handwritten), termination or disciplinary notices, correspondence (including copies of e-mails and facsimiles), pay stubs, time records, spreadsheets, employee handbooks or other policies you received from your employer, and employment agreements or contracts.

For each document which may be relevant to your case (including documents which you know exist but you do not actually possess), please provide:

1. A brief description of the document;
2. A brief summary of the information the document contains; and
3. Who is currently in possession of the document.

