

**LAW OFFICE OF SUSAN M. BUCKHOLZ  
GENERAL INTAKE FORM AND INFORMATION**

1. Date: \_\_\_\_\_ Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone: \_\_\_\_\_ Email: \_\_\_\_\_
4. Other Party Name: \_\_\_\_\_
5. Other Party Address: \_\_\_\_\_
6. Other Party Phone: \_\_\_\_\_ Other Party Email: \_\_\_\_\_
7. Names of Other Parties: \_\_\_\_\_  
(Such as new partners/spouses)
8. Name of Other Party's Attorney if known: \_\_\_\_\_
9. Please briefly describe the reason you are seeking a consultation:

If you are enquiring about a **family court matter** please answer the following questions.

10. Date of Marriage/Civil Union: \_\_\_\_\_
11. Date of Separation: \_\_\_\_\_
12. If action is filed, please provide name of court and docket number: \_\_\_\_\_
13. Names and dates of birth of birth of minor children  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other information you would like us to know:

13. Preferred days/times for scheduling: \_\_\_\_\_

Please return the completed form by email to [sue@buckholzlaw.com](mailto:sue@buckholzlaw.com),  
or by mail to P.O. Box 1421, Quechee, VT 05059 or by fax to 802-296-2742.

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- Once we have names of all parties, we will perform a conflict of interest check. Providing there is no conflict, we can move forward with scheduling a 1 hour consultation with Attorney Buckholz.
- Attorney hourly rate is \$300.00 and is expected the day of the meeting. Cash, Check or Credit Card is accepted.
- Our office is located at 15 Railroad Row, White River Junction, VT 05001.
- If any documents have been filed, we ask that they are brought to the first meeting or sent ahead of time.