

**LAW OFFICE OF SUSAN M. BUCKHOLZ**  
**PROBATE AND ESTATE PLANNING INTAKE FORM AND INFORMATION**

1. Date: \_\_\_\_\_ Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. Other Party Name: \_\_\_\_\_

Other Party Address: \_\_\_\_\_

Other Party Phone: \_\_\_\_\_ Other Party Email: \_\_\_\_\_

Name of Other Party's Attorney if known: \_\_\_\_\_

5. Other Party Name: \_\_\_\_\_

Other Party Address: \_\_\_\_\_

Other Party Phone: \_\_\_\_\_ Other Party Email: \_\_\_\_\_

Name of Other Party's Attorney if known: \_\_\_\_\_

6. Please briefly describe the reason you are seeking a consultation: \_\_\_\_\_

\_\_\_\_\_

8. If case is filed, please list name of court and docket number: \_\_\_\_\_

9. 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.

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

- 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.