



Debt Collection Attorney for the Day INTAKE FORM

COURT: _____ LAWYER NAME(S): _____

DOCKET NUMBER: _____ DATE: _____

CLIENT NAME: _____ Plaintiff: _____

Phone Number: _____ P's Attorney: _____

Email: _____ P's Law Firm: _____

Alternate Phone #: _____ Original Creditor: _____

*May GBLS send you text messages? ____ Yes ____ No

Address: _____
Street City/State Zip

Date of Birth: _____ Household Size: _____ # of Dependents: _____ Home: Rent or Own (Pymt: _____)

Ethnicity: _____ Interpreter Needed: __ YES __ NO Language: _____

INCOME		Occupation: _____	ASSETS	
\$ _____	per _____	Gross Wages/Salary	\$ _____	Bank Accounts (only if > \$2,500)
\$ _____	per _____	Benefits (see types below)	\$ _____	Stocks, Bonds, Funds, Trusts, Etc.
\$ _____	per _____	Other Income	\$ _____	House(s) / Real Estate
			\$ _____	Car
			\$ _____	Other
\$ _____	per _____	TOTAL INCOME	\$ _____	TOTAL ASSETS

Other notes on income/assets: _____

Cash Assistance ____ Food Stamps/SNAP ____ Social Security ____ Disability ____ Mass Health ____ Veterans' Benefits ____

****DEBT INFORMATION: (Critical)**

\$\$ Plaintiff is seeking: _____

Date card was opened: _____

Date of last payment: _____

Client owes debt? **YES/ NO/ UNSURE**

☐ **Balance Incorrect**

☐ **Never Had Card**

☐ **Paid/Settled**

CALL INFORMATION:

Has anyone called the client about this debt?

____ **YES** ____ **NO**

How many times per **week**? _____

How long have you had your #? _____

Has anyone called someone you know about this debt? ____ **YES** ____ **NO**

How many times per month? _____

ARREST/REPOSESSION:

Has anyone threatened to arrest you or take your property away?

____ **YES** ____ **NO**

Who and when: _____

Explain/Other: _____

****SETTLEMENT: (Critical)**

Affordable Payment: Monthly \$ _____ or Lump Sum \$ _____ **Start Date:** _____

Received Statement of Small Claim? **YES/NO/UNSURE**

Received letter from Attorney General's Office? **YES/NO/UNSURE**

ASSIGNMENT:

Please draw out the chain of title, with dates, here. To obtain the chain of title, reference the bills of sale and any exhibits:

Original Creditor

_____ → _____ → _____ → _____ → _____
Date: Date: Date: Date: Date:

Are any of the bills of sale above missing exhibits? _____ **YES** _____ **NO** If yes, which ones? _____

Are any of the bills of sale redacted? _____ **YES** _____ **NO** If yes, which ones? _____

Do any of the bills of sale contain information about the client or their account? _____ **YES** _____ **NO** If yes, which ones? _____

Datasheet:

Is there a datasheet with the client’s information on it? _____ **YES** _____ **NO**
If there is a datasheet, does the information on it match the client’s? _____ **YES** _____ **NO**
If there is a datasheet, who supplied the information to create it (write “unknown” if it is not apparent) _____

Statements:

How many statements did the plaintiff produce? _____
Earliest Statement Date _____ Balance on this date _____
Latest Statement Date _____ Balance on this date _____
Charge Off Date: _____

Other Notes: _____

