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This questionnaire requests preliminary information which will assist me to determine whether or not I will be able to represent you. All of the information you provide will remain confidential. Keep in mind I will be relying on the information you give to make decisions about your possible case.

Answer all of the applicable questions completely. Skip any question which does not apply to you. Use extra pages if necessary. Provide any other information or documents you believe may be related to you case.

DATE YOU ARE FILLING OUT THIS DOCUMENT: _____

HOW DID YOU LEARN OF OUR LAW OFFICE: _____

YOUR FULL LEGAL NAME: _____

Have you ever been known by any other name(s)? If so, please state the other names and the dates you used the other names.

PERSONAL INFORMATION

Your residence address:

List ALL your telephone numbers:

List ALL your email addresses:

Date of birth:

Social Security Number:

Gender:

Race:

National origin:

CURRENT/LAST EMPLOYER

Name of Employer:

Address where you work(ed):

Phone number where you work(ed):

Main Office of your employer (if other than where you work(ed):

Approximate number of employees working for whole company:

Approximate number of employees working in California

Type of business:

Your date of hire:

Job title:

Your duties and responsibilities:

Name of your immediate supervisor:

Last day you worked:

WHY ARE YOU CONTACTING AN ATTORNEY?

What happened at your job to decide to contact a lawyer? Be complete. Use an extra page or more if necessary.

Has any lawyer called, written or contacted the employer in any way on your behalf?

If so, who, when and what was said or written?

How did the employer respond?

Date(s) the event(s) you feel were wrong occurred: _____

What was the employer's *stated* reason for taking this action?

What do you believe was the *real* reason for this action?:

What makes you think that this reason was is wrongful or discriminatory?

DISCRIMINATION AGAINST YOU

List the persons in your unit/department who were treated better than yourself with respect to this event. For each person, state his or her name, job title, race, age, gender, disability or national origin, if known.

List the persons in your unit/department who were treated the same yourself with respect to this event. For each person, state his or her name, job title, race, age, gender, disability or national origin, if known.

List the name and job title, race, gender and approximate age of the employer's representatives who recommended and approved the decision which resulted in the discriminatory event(s).

Have you filed a charge with the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing about (DFEH) this matter? Provide copies of what you filed and any responses.

Have you complained to your employer about this matter? If yes, explain what you said. When did you complain, to whom and what was the result? Provide copies of all supporting letters, emails, phone messages or other documentation.

FAILURE TO PROMOTE:

Who hired you?

Who is your supervisor:

When did this person become your supervisor?

The person to whom your supervisor reports:

Did/do you supervise others?

How many?

Are they still with the employer?

Were you ever responsible for training others on behalf of the employer?

If so, when and for what?

What happened with the person(s) you trained? Were they ever promoted over you?

Your job title *when hired*:

Duties *when hired*:

State all times you have asked for a promotion, including date of request and to whom you made the request and their response:

State names, race, gender, years of experience and anything else important regarding the person who received the promotion instead of you.

Have you ever been told of any criteria for promotion?

What was it?

Did your employer follow this criteria?

If not, how not?

Did you receive *any* promotions, demotions or change of position of any kind while with the employer?

List all post-hire job title changes and dates of changes, whether demotion or promotion:

Were any conditions different for you when you received your promotion or job change from those of the person who held the job before you:

Describe any other facts dealing with changes in position.

DISPARATE TREATMENT

State all times you have been treated differently than other employees with a different race/gender/disability/sexual orientation/religion belief/age/national origin different than yours.

Job Assignments?

Invitations to social events or meals?

Discipline?

Raises?

Promotions?

Use of Facilities?

Privileges?

Vacations?

Breaks?

Time off for illness?

Tasks no one else wanted?

Supervisor support?

Mistreatment or disrespect?

Reviews?

Education requirements for promotions?

Qualifications required for promotions?

WHAT OTHER FACTS OR EVIDENCE DO YOU HAVE THAT YOU WERE DISCRIMINATED AGAINST ON THE BASIS OF YOUR RACE, GENDER, DISABILITY, RELIGION, NATIONAL ORIGIN or SEXUAL ORIENTATION?

State any derogatory comments you have heard made about minorities/women/disabled persons/gay persons/older persons/different religions belief, whether to you or others or about you or others.

State all times you have told anyone at anytime that you thought you were being discriminated against because of your race/gender/disability/sexual orientation/religion belief/age/national origin, and their response, if any.

HARASSMENT:

If you are complaining about sexual harassment please attach a brief chronology of events. Include dates, what happened, the harasser's name and job title, the names of any witnesses, the date(s) when you complained and to whom you complained. Include copies of all relevant documents.

EMPLOYER POLICIES AND CONTRACTS:

Does your employer have written personnel policies or procedures?

Does your employer have a written list of rules and regulations?

Did you ever receive an employee handbook, or employee information packet? (Do you still have it?)

Did you have a written contract of employment? If so, provide a copy of the contract.

Does the contract or handbook contain an agreement to arbitrate disputes?

Have you signed anything at all agreeing to arbitration?

PERFORMANCE EVALUATIONS:

Does the employer give performance evaluations?

Are they oral or written?

How many evaluations have you received?

How were they generally - excellent, good, average, etc.? (If written please provide copies.)

Did you ever received any commendations, either orally or in writing from supervisors or company management? If so, describe.

Were you ever suspended or put on probation on the job? Given any warnings? Describe (what for, how they were delivered, etc.) Provide all copies

COMPLAINTS, GRIEVANCES, REPORTING DISCRIMINATION:

When did you realize things were not going well with your job?

What happened then?

Did you ever make any complaint to management or make any attempt to straighten out the problems?

If so, to whom did you speak, when, what did you say, what was the outcome?

Does the employer have a written grievance or complaint procedure?

If so, did you file a grievance or complaint?

When, to whom, what happened?

Was there any retaliation for any complaints you made or comments you made? Provide details and copies of all documents.

Are you a member of a union? (If yes, which? Local Number?)

Has your Union been contacted? When?

What happened or what action is being taken?

WRONGFUL TERMINATION:

Were you fired?

Who notified you that you were being fired? What was his/her position?

What was the reason given for the termination?

When were you notified and when was the termination to become effective?

Where were you notified, and in what manner (orally, by letter, etc.)? Provide all documents

Were there witnesses present when you were notified of your termination? Who?

Were you forced to resign or quit? If so, when did you notify the employer that you were resigning? Did you give written notice? Provide all documents.

Who and/or what circumstances forced you to resign?

At the time of your termination, how was the employer doing financially?

Were any other employees terminated at or around the time of your termination? If so, how many other; were any of them in your unit. If so, how many? Describe.

What do you think was the Real reason (not the company's stated reason) for your termination?

Why do you believe this was the real reason? What facts or evidence support your belief?

After your termination, did you ever make any complaint to higher management or make any attempt to straighten out the problems? If so, describe the attempt and outcome.

After your termination, did you file a complaint or grievance?

If so, when, to whom and what happened?

Since your leaving, has anyone been hired by the employer to fill your position?

If so, state the person's name, age, gender, race and experience at doing your former job.

WITNESSES:

Do you still have any friends who work at the employer? Please provide their names, contact information and their job titles.

Since your termination, have you talked to anyone who still works at the employer? If so, describe the conversation.

Has there been any written communication between you and anyone who still works at the employer? Provide all documents.

Are there any other witnesses you have not mentioned?

MOVING

Did you move your residence in order to take your job?

From where did you move?

List all family members who moved with you.

Did it cost you any money to make the move? Selling your house? Moving expenses? Real estate commissions? Lower salary? Travel costs? List all other costs.

Was the job you moved to take exactly the same job which was described to you by your employer when you decided to take the job? Same salary? Same duties and responsibilities?

DAMAGES:

What was your starting salary?

Did you receive any raises?

With what frequency?

Were any (or all) of these merit raises?

Did you ever receive any bonuses? Describe.

What is the salary you believe others in a comparable position made and the evidence for your belief.

Have you applied for unemployment benefits?

When?

Did you receive any unemployment benefits?

Was your application opposed by your employer?

Was there a hearing? The result?

Are you currently employed at another job?

Name of your present employer:

Address of your present employer:

Your date of hire:

Phone number where you now work:

Type of business:

Name of immediate supervisor:

Job title:

Describe your duties and responsibilities:

EMOTIONAL DISTRESS

Did you experience any emotional distress as a result of the various discriminatory acts taken against you?

How did this emotional distress affect you, physically and mentally?

Were there any physical manifestations?

Did you see a doctor for any of these conditions? What was the diagnosis from each doctor?

Provide the name, address and telephone number of all doctors you saw

Total of medical expenses incurred?

Do you expect to incur any medical expenses in the future on account of this emotional distress?

PERSONAL

Have you ever sued anyone before?

If so, please list all lawsuits, nature of lawsuit, county where filed and file number.

Has anyone ever sued you before?

If so, please list all lawsuits, nature of lawsuit, county where filed and file number.

Have you ever been convicted of a crime, whether by guilty plea or after a trial?

If so, please state nature of offense, county where arrested, whether misdemeanor or felony and the sentence imposed.

Have you ever had your deposition taken before?

If so, state the date of the deposition, the nature of the case and the reason you were asked to give your deposition.

Other than the present case, have you ever filed a charge or claim with the federal Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing before?

If so, state the date, who filed against and the nature of the offense claimed.

Have you ever filed claim for worker's compensation?

If so, state the date and the nature of the injury and whether or not you were judged permanent and stationary and the percentage disability assigned to you.

If your employer does an investigation of you in conjunction with the filing of your employment discrimination case is there any damaging information which may be found which you have not disclosed in this questionnaire?

Are you listed on any Internet social network such as Facebook, YouTube, MySpace, etc.? If so, please list all of them and the Internet URL (address) for each one.

LAST QUESTION:

What do you hope to achieve by contacting a lawyer?

Dated: _____

Filling out the following questionnaire does not create an attorney-client relationship between you and me. The State Bar of California requires that you and I both sign a written engagement agreement before I can represent you in any matter.