



Karan Singh Sethi
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(647) 871-3996

CLIENT INTAKE FORM

Please complete this form as accurately and completely as possible. All information provided in this form is confidential and protected by solicitor – client privilege.

By completing this form and signing below you agree to allow Karan Singh Sethi, Licensed Paralegal with the Law Society of Ontario with the license number 21550, and Sethi Legal Services to review and assess the information provided in this form in order to best understand the nature of the matter and that this **does not constitute a paralegal-client relationship.** **Such a relationship is only established upon execution of a written retainer agreement.**

1. Client Information

Full Legal Name: _____

Date of Birth (DD/MM/YYYY): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____

Email Address: _____

Preferred Method of Contact: Phone Email Text

Emergency Contact Name & Phone: _____

2. Identification (Required)

Government-Issued Photo ID Type: _____

ID Number (last 4 digits only): _____

Issuing Jurisdiction: _____

3. Matter Details

Type of Matter (check one):

- Provincial Offences (HTA / POA)
- Small Claims Court
- Landlord & Tenant Board
- Human Rights
- WSIB / WSIAT
- Record Suspension (Pardon)
- Other: _____

Brief Description of the Issue (include dates, locations, and parties involved):

4. Opposing Party/Parties (if applicable)

Name(s): _____

Relationship to You: _____

Known Legal Representation: Yes No

If yes, Name of Representative/Lawyer: _____

5. Court/Tribunal Information (if applicable)

Court/Tribunal Name: _____

Court Location: _____

File/Docket Number (if known): _____



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Next Court/Hearing Date: _____

Deadline(s) You Are Aware of: _____

6. Prior Steps Taken

Have you previously retained a lawyer or paralegal for this matter? Yes No

If yes, name of prior representative: _____

Have you spoken to the opposing party or prosecutor? Yes No

If yes, briefly explain outcome:

7. Documents

Please list any documents you have (tickets, notices, contracts, letters, emails, orders, etc.):

Documents attached Documents to be provided later

8. Financial & Administrative

How did you hear about our services? _____

Are you seeking: Advice Only Representation Ongoing Matter

Do you have any upcoming urgency or time-sensitive issues? Yes No

If yes, explain: _____



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9. Authorization & Acknowledgement

I confirm that the information provided above is true and accurate to the best of my knowledge.

As stated in Page 1 of this form, I understand that completing this intake form does not create a paralegal-client relationship. Such a relationship is only established upon execution of a written retainer agreement.

Client Signature: _____ Date: _____

Print Name: _____