

JAMES H. HORTON, P.C.
ATTORNEYS & COUNSELORS AT LAW

PERSONAL INFORMATION

Name _____

Maiden Name _____

Home Address _____

City, State & Zip _____

Home Phone # (____) _____ Cell Phone # (____) _____

Date of birth _____ Place of birth _____

SSN _____ Driver's License # _____

Email Address _____

EMPLOYMENT INFORMATION

Employer _____

Address _____

City, State & Zip _____

Work Phone # (____) _____

IN CASE OF EMERGENCY, NOTIFY:

Name _____

Home Address _____

City, State & Zip _____

Home Phone # (____) _____ Work Phone # (____) _____

Reason for Visit _____

How did you hear about us? _____

Today's Date _____

PRIVACY POLICY AS TO SOCIAL SECURITY NUMBERS

Social Security information will only be used in the event you hire the firm to represent you in this matter and then only when necessary in limited use during the course of your case.

- Social Security numbers are collected by the law firm from the client, and all clients provide such information to the law firm in writing.
- Social Security numbers are used to identify parties whether for initial service in court orders, in orders to withhold wages for child support, in required reports filed with the State of Texas, or to obtain retirement information used to divide retirement benefits.
- All information received from a client is confidential, particularly social security numbers. Social Security numbers are not released from the firm unless authorized by the client or required in the course of representation as previously stated herein.
- The employees of James H. Horton, Attorney at Law, have access to this personal information.
- Every step is taken to protect your privacy. This information is kept secure within the office of the firm in file folders and file drawers, until such time that the file information is retired and the file removed to storage in a locked, off-site storage facility. The client information will eventually be shredded.

I acknowledge that I have read the foregoing and that I have provided the above information.

SIGNATURE

DATE