

Law Offices of Robert Ross Weed

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Please complete the attached form with as much detail as possible and forward the completed form, along with copies of any bills you have received, by mail, fax, or email to:

By Mail: Lori Rupp
Law Offices of Robert R. Weed
7900 Sudley Rd., Suite 409
Manassas, Virginia 20109

By Fax: (703) 635-2848

By Email: Lori@robertweed.com

If you have any questions about how to complete the form, please contact Lori directly. Her direct dial telephone number is (703) 584-4829.

Remember, if at any time during the litigation process your contact information changes you must immediately update that information with Lori.

Litigation Intake

Name: _____

Spouse's Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Please make sure to list email addresses that you *frequently* check.

Email: _____

Spouse's Email: _____

Home Telephone: _____

Cell Phone: _____

Work Phone: _____

Spouse's Cell Phone: _____

Spouse's Work Phone: _____

Social Security # _____

Date of Birth: _____

Spouses Social Security # _____

Spouses Date of Birth _____

Dispute Information:

Please describe your complaint. _____

Who is calling or sending you collection letters or statements?

Is this a collection agency? If so, do you know who the original creditor was?

What have you done to try and resolve your dispute? _____

What are your damages? Damages include things such as the cost of repairs or replacement, lost time, and anything else this dispute has cost you. _____

Has this dispute caused you any emotional harm? Emotional harm includes things such as aggravation, inconvenience, mental distress, discomfort, anxiety, loss of sleep, or depression. You may not have any emotional harm, but, if you feel that you do, please give details. _____

What documents do you have to support your case? This could be statements, collection letters, emails, faxes, your credit report, or anything else in writing. List and describe them and attach a photocopy --*not the original*--to this Questionnaire.

Record of Telephone Contact

On the next page, please provide detailed information about every phone call you have received from or made to the creditor or the creditor's representative since this problem started. Provide as much detail as you can.

For example:

On August 30, 2011, at 2:13 p.m. I received a call on my home phone from Collection Agency USA. They were calling from (800) 123-4567. I did not answer the phone and they did not leave a message.

On September 1, 2011, at 11:49 a.m. I received a call on my cell phone from Collection Agency USA. They were calling from (800) 123-4567. I answered the phone and spoke with Sarah. Sarah told me she was calling to collect a debt I owed Capital One. I told Sarah this debt was included in my bankruptcy and tried to give her my bankruptcy information but she refused to take it. She said I still owed this debt.

On September 3, 2011, at 5:00 p.m. Sarah from Collection Agency USA left a voicemail for me on my home phone. She was calling from (800) 123-4567. She said she was calling to collect a debt and that I needed to call her back right away at (800) 123-4567 or they would garnish my wages.

On September 5, 2011, at 9:03 a.m. I returned Sarah's call from Collection Agency USA. I told her again that I did not owe this debt, it had been included in my bankruptcy and they could not garnish my wages. Sarah told me that wasn't true and said again that I owe the debt. I tried to give her my attorney's information but she would not take it.

Is there anyone other than yourself that has information about your case?
This could include a friend, your spouse, or even an employee of the
company you are complaining about. (Make additional copies of this page if
needed.)

Name: _____

Address: _____

Telephones: Work _____

 Home _____

 Mobile _____

Email: _____

What this person knows: _____

Name: _____

Address: _____

Telephones: Work _____

 Home _____

 Mobile _____

Email: _____

What this person knows: _____

Have you ever been involved in a lawsuit before?

Yes _____ No _____

If yes, give details: _____

Have you ever been convicted or pleaded guilty to a crime?

Yes _____ No _____

If yes, give details: _____

Have you consulted with any other attorney about this matter?

Yes _____ No _____

If yes, what are that attorney's name, address, and phone numbers?

Do you have any agreement of any kind with that attorney?

Yes _____ No _____

If yes, give details: _____
