

**For an easier collection of data, please provide us with the following information:**

Surname/ Business: \_\_\_\_\_  
Forename: \_\_\_\_\_ born on: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
Phone private: \_\_\_\_\_ official: \_\_\_\_\_  
Fax private: \_\_\_\_\_ official: \_\_\_\_\_  
Email: \_\_\_\_\_

**Do you or did you have a legal protection insurance?**

Insurer: \_\_\_\_\_  
Insurance holder: \_\_\_\_\_  
Policy-No.: \_\_\_\_\_

**To which account should we transfer the proceeds?**

Bank: \_\_\_\_\_  
BIC: \_\_\_\_\_ IBAN: \_\_\_\_\_

**You received notice of our law firm by:**

- Recommendation through acquaintances  Recommendation through another lawyer  
 Yellow Pages  Lawyer Search Service  
 Advertising  Internet  
 Press/ Publications  Bar association

Defence insurance, namely \_\_\_\_\_

Others, namely \_\_\_\_\_

**We may point out that our remuneration will be received according to the rules of the RVG (German Attorney Remuneration Law). With the exception of fees in criminal and misdemeanour charges, fees will amount in relation to the matter of controversy. In a labour law matter, every party has to pay for his attorney of record, even the party that has won the case.**

Thank you for your help.

Place, Date \_\_\_\_\_

\_\_\_\_\_  
**(Signature)**