

**COMMERCIAL/BUSINESS DEBT COLLECTION  
INTERVIEW FORM FOR CLIENT BEING SUED**

**I. CLIENT INFORMATION:**

Client's Name: \_\_\_\_\_

\_\_\_\_\_

Client's Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

County \_\_\_\_\_

Client's phone: office: \_\_\_\_\_ ext.: \_\_\_\_\_

fax: \_\_\_\_\_ hours: \_\_\_\_\_

employer's name: \_\_\_\_\_

home: \_\_\_\_\_ time to call: \_\_\_\_\_

cell: \_\_\_\_\_

Client's email: \_\_\_\_\_

Client's S.S.#: \_\_\_\_\_

Client's D.O.B.: \_\_\_\_\_

How did you hear about our firm? \_\_\_\_\_

Has any other attorney represented client in this matter? \_\_\_\_\_

If so, provide Name, Address & Phone Number of prior attorneys.

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II. INTERVIEW QUESTIONS:

1. Is the client seeking representation in the lawsuit or for post-judgment? \_\_\_\_\_  
\_\_\_\_\_
2. Is the client's corporation being sued, or is he/she being personally sued? \_\_\_\_\_  
\_\_\_\_\_
3. When was client served? \_\_\_\_\_
4. How was the client served? \_\_\_\_\_
5. Has client appeared in court? \_\_\_\_Yes \_\_\_\_No

Client is being sued for breach of note and/or guaranty:

1. Has a default judgment been entered against the client? \_\_\_\_Yes \_\_\_\_No  
When? \_\_\_\_\_
2. Who is the judgment against? \_\_\_\_\_
3. If there is a default judgment, when was the default judgment entered (over 30 days old)?  
\_\_\_\_Yes \_\_\_\_No
4. Did client receive a copy of the default judgment? \_\_\_\_Yes \_\_\_\_No  
When? \_\_\_\_\_
5. Does the client have any defenses to the breach of note and or guaranty? \_\_\_\_Yes \_\_\_\_No
  - a. Does the note and/guaranty require that notice be given to the client when the default occurred? \_\_\_\_Yes \_\_\_\_No

If so, was notice given to the client of the default?  Yes  No

b. Did the client make all payments under the note and/or Guaranty?  Yes  No

Does the client have copies of all payments made under the note and/or guaranty?  Yes  No

c. Does the note waive trial by jury?  Yes  No

d. Is the guaranty continuing and unlimited? \_\_\_\_\_

6. Does the note and/or guaranty allow for Plaintiff to recoup attorney's fees and costs?  Yes  No

7. Does the note specify whether it is governed by the laws of a specific State?  Yes  No

Post Judgment:

1. Has the client appeared for the citation?  Yes  No

2. Who is the citation against? \_\_\_\_\_

3. Did the citation request documents?  Yes  No

4. Does your client have the documents requested?  Yes  No

5. When is the citation scheduled for in court? \_\_\_\_\_

6. Has client received notices of any garnishments or third party citations?  Yes  No

7. Have any financial accounts been frozen?  Yes  No

How much? \_\_\_\_\_ Since when? \_\_\_\_\_

8. Have any financial accounts been frozen?  Yes  No

Which ones? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Since when? \_\_\_\_\_

9. Has client already claimed any exemptions pursuant to 735 ILCS 5/2-1402?  Yes  No

10. If so, has client claim the maximum amount allotted under Section 1402?  Yes  No

III. MISCELLANEOUS COMMENTS:

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CLIENT VERIFICATION:

The undersigned client in the above referred to matter, states that he/she has helped prepare the above entitled form and has reviewed the completed form and certifies that the information provided is true and correct.

Dated: \_\_\_\_\_

\_\_\_\_\_

CLIENT

**\*COMPLETING THIS FORM DOES NOT CREATE AN ATTORNEY/CLIENT RELATIONSHIP. THIS FORM IS FOR INFORMATIONAL PURPOSES ONLY. \***