

**COMMERCIAL/BUSINESS DEBT COLLECTION
INTERVIEW FORM FOR CLIENT SEEKING TO SUE**

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.

II. INTERVIEW QUESTIONS:

1. A corporation:

a. Breach of note: does client have copy of Note? __Yes __No

(If not, you can file a lost note affidavit and attach it as an exhibit):

b. What is the date of the contract? _____

c. State of the corporation's incorporation and its registered agent:

2. An individual:

- a. Breach of guaranty: does client have a copy of the guaranty? Yes No

(If your client does not have a copy of the guaranty, you cannot file an affidavit with the complaint like you can do when a note is lost. You must have a copy of the guaranty):

- b. Need to determine the scope of the guaranty. Is it continuing and unlimited? Yes No

3. General questions for both breach of note and/or guaranty:

- a. Has the client sued the defendant before under this note and/or guaranty?
 Yes No

- b. If yes, then was a judgment entered against the debtor? Yes No

- c. Where was that judgment entered? _____

(If it was not in Illinois, the judgment must be domesticated in Illinois to be enforced in the state).

- d. If a judgment was entered, was a memorandum of judgment recorded?
 Yes No

- e. Does the note and/guaranty require that notice be given to the debtor when the default occurred? Yes No

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

- f. What is the outstanding balance on the contract? Does the client have copies of all payments made under the note and/or guaranty?

- g. Can attorney's fees be collected from the debtor? Yes No

- h. Does the note waive trial by jury? Yes No

- i. Does note specify whether it is governed by the laws of a specific state? Yes No

4. Security/UCC:

- a. Is your client secured by the Contract/Note/Guaranty? Yes No

By what? _____

- b. Is the security perfected by a UCC Financing Statement? Yes No

- c. Does the UCC Financing Statement need to be renewed? Yes No

d. Does the client have a list and appraisal of the assets? Yes No

(If so, then client may want to file a replevin count in the complaint).

5. Client seeking to pursue post-judgment proceedings:

a. Has the client taken the judgment creditor's citation before? Yes No

b. What citations does the client want to pursue?

1. Judgment debtor citations? Yes No

2. Third party citations? Yes No

Who? _____

III. MISCELLANEOUS COMMENTS:

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. ***