

Collection Client Information Sheet

Forwarder Information (if applicable)

Name of forwarder: _____

Mailing address: _____

E-mail: _____

Phone: _____

Fax: _____

Forwarder's file number: _____

Creditor-Client Information

Name of creditor-client: _____

Contact person: _____

Mailing address: _____

E-mail: _____

Phone: _____

Fax: _____

Client file number: _____

Nature of Fee Arrangement: _____

Debtor Information

Name of debtor: _____

Nature of debtor (individual, corporation, etc.): _____

Business address: _____

E-mail: _____

Phone: _____

Fax: _____

Residence address: _____

Phone: _____

Debtor's attorney: _____

Mailing address: _____

E-mail: _____

Phone: _____

Fax: _____

Remarks: _____

Date Information Regarding Claim

Date claim received in law office: _____

Date cause of action accrued (for limitations): _____

Date limitations will run: _____

Nature of Claim

Describe generally: _____

Is claim secured? Yes/No

If so, describe collateral and nature of lien: _____

Amount Owed

Original principal amount: \$ _____

Principal balance as of _____: \$ _____

Interest or finance charge as of _____: \$ _____

Interest rate: _____

Demand Letter

Date of demand letter: _____

Date received by debtor: _____

Suit Information

Date suit filed: _____

Date citation served: _____

Answer day: _____

Style of case: _____

Cause number: _____

Court designation: _____

Address of clerk: _____

Judgment Information

Date judgment signed: _____

Lien foreclosed? Yes/No

Type of judgment (default, summary, trial, etc.): _____

Principal amount of judgment: \$ _____

Costs: \$ _____

Attorney's fees: \$ _____

Prejudgment interest: \$ _____

Other: \$ _____

Total: \$ _____

Interest rate on judgment: _____

Abstract and Execution

Date abstract filed: _____

Date execution issued: _____

Writ sent to: _____

Remarks
