

BAILEY & GALYEN

Attorneys at Law

TICKET CLIENT INFORMATION SHEET

IF YOU HOLD A CDL LICENSE OR ARE UNDER THE AGE OF 25 PLEASE NOTIFY THE RECEPTIONIST IMMEDIATELY FOR FURTHER INSTRUCTIONS.

SECTION 1 – To be completed by client:

Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Birth Date: _____ D.L. # _____ Soc. Sec. # _____

Mailing Address: _____ APT. #: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell #: _____

E-Mail Address: _____ I authorize emails from Bailey & Galyen.

- 1. I have not made a plea with the court nor have I ever approached the court regarding this citation(s). INI _____**
- 2. I understand without a copy of a current valid Driver's License I will not be eligible for deferred adjudication and citation will appear on my driving record. INI _____**
- 3. I have /have not (circle one) taken a defensive driving course within the past 12 months.**
- 4. I have /have not (circle one) been granted deferred adjudication within the past 12 months.**

How were you referred to B&G? (Circle one) Office Sign I'm a Previous Client Bar Association B&G Letter TV Ad

Radio Billboard In Mesquite Website WebChat Phonebook: Name of book _____

Friend: Name of friend _____ An Attorney: Name of attorney _____

Other: _____ Bailey & Galyen Employee: Name of Employee _____

Have you or family member been involved in any type of accident in the last two years? Yes _____ No _____
Have you or a family member ever suffered any serious injuries after taking a prescription or non-prescription drug? Yes _____
No _____
Do you currently have a will? Yes _____ No _____
Have you been denied Social Security benefits? Yes _____ No _____
Have you been denied Veterans benefits? Yes _____ No _____
Do you have need of legal assistance for any immigration matter? Yes _____ No _____

SECTION 2 – To be completed by law office personnel:

CITY	DATE	CITATION #	VIOLATION
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Payment Amount: _____ Payment received by: INI _____ Copy of DL: INI _____

Cash: _____ Check #: _____ Visa: _____ MC: _____ Disc: _____ Amex: _____

Card #: _____ Expiration Date: _____

TRAFFIC CITATION AGREEMENT

This agreement is made between the client (you) and Bailey & Galyen (B&G) for representation of Class "C" misdemeanor violation(s) listed in this agreement.

YOUR SIGNATURE INDICATES THAT YOU UNDERSTAND, AGREE AND WILL COMPLY WITH THE FOLLOWING CONDITIONS:

1. B&G agrees to represent you only for the cases listed on the client information sheet.
2. B&G fees do not include fines, state court costs or deferred adjudication (probation) costs.
3. If you are over 25 and have been placed on a deferred adjudication program in the last 12 months, your fine will be increased in order for you to be eligible again.
4. B&G cannot guarantee dismissal or deferrals of traffic tickets or misdemeanor cases.
5. It will take up to 5 working days to lift warrant (s).
6. B&G may appoint an associate attorney to represent you and in addition may associate other attorneys or law firms including Meyer & Friedman to fulfill its obligations. _____ (initial)
7. You will be notified by mail only regarding disposition of ticket. You will not receive a phone call reminding you of scheduled defer fee.
8. In the event, you have made arrangements with the court and failed to let Bailey & Galyen personnel know of such arrangements, no refund will be issued.

IF YOUR CITATION IS FOR NO VALID INSPECTION, NO VALID LICENSE PLATE, NO DRIVERS LICENSE OR NO INSURANCE, YOU MUST PROVIDE PROOF OF SUCH BEFORE THE COURT CAN GRANT DEFERRED ADJUDICATION. FAILURE TO DO SO WILL RESULT IN HIGHER FINES AND POSSIBLY CITATION APPEARING ON YOUR RECORD. B&G IS NOT RESPONSIBLE FOR REMINDING YOU TO BRING IN PROOF.

MY RESPONSIBILITIES

1. I acknowledge that my ticket (s) will be disposed of by deferred adjudication only.
2. I further acknowledge and agree to any and all conditions of a deferred adjudication probation that the court may impose including, but not limited to receiving any new traffic violation during my probation period.
3. I agree to pay any defer fees, court costs, and any other fines including taking defensive driving if ordered by the court.
4. If defensive driving is required I am responsible to schedule classes and follow up with the order of the court.
5. I acknowledge that I must appear in court if directed by B&G or Meyer & Friedman and follow any other instructions as necessary in the disposition of my ticket.
6. I acknowledge that notification of the disposition of my ticket(s) will be in letter form from B&G or M&F, including my obligation to pay any deferred adjudication probation fees and or court costs.
7. I agree to notify B&G of any change of address while my citation is pending.
8. I understand that it is my responsibility to bring proof of valid driver's license and insurance to the office within 2 weeks of this signed agreement.

Client Signature

Date

PLEASE REQUEST COPY OF AGREEMENT FOR YOUR RECORDS



Bailey & Galyen

ATTORNEYS AT LAW

PRIVACY POLICY REGARDING SOCIAL SECURITY NUMBERS

Social Security information will only be used in the event you hire the firm to represent you in your legal matter, and then only when necessary in limited use during the course of your case.

- **Social Security numbers are collected by the law firm from the client and all clients provide such information to the firm in writing.**
- **Social Security numbers are most often used to positively identify parties. Some uses may include initial service, in court orders, in orders to withhold wages for child support, in required reports filed with the State of Texas, or to obtain retirement information used to divide retirement benefits. Most courts require Social Security numbers of all parties.**
- **All information received from a client is confidential. Numbers are not released from the firm unless authorized by the client or required in the course of representation as previously stated herein.**
- **The employees of Bailey & Galyen have access to this personal information.**
- **Every step is taken to protect your privacy. This information is kept secure within the offices of the firm in file folders and file drawers until such time that the file information is retired and the file removed to storage in a locked, off-site storage facility. Files will eventually be shredded after the time designated by the State Bar requirement for maintaining the records has expired. Social Security numbers are also kept in firm software programs that are protected by password in our system which is further protected by extensive firewalls.**

I acknowledge that I have read the above privacy information provided by Bailey & Galyen regarding use of my Social Security number.

Signature

Date