
JUDICIAL ADVOCATES

Federal Litigation Consulting & Document Preparation

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Civil Case Intake

Contract & Business Disputes

IMPORTANT DISCLOSURE: Judicial Advocates is a federal litigation consulting and document preparation service. **We are not a law firm and are not licensed to practice law.** We do not provide legal advice. We provide research, consulting, litigation strategy, and document preparation services. No attorney-client relationship is created by the completion of this questionnaire or the retention of our services. We strongly recommend that all documents prepared by Judicial Advocates be reviewed by a licensed attorney prior to filing.

Date Completed:

Completed By:

QUICK START GUIDE

This form covers contract disputes, business disagreements, fraud claims, breach of fiduciary duty, and related commercial litigation. Organized into **3 parts**.

GATHER BEFORE STARTING:

- The contract or agreement at issue (written or summary of oral terms)
- All correspondence related to the dispute (emails, letters, texts)
- Invoices, payment records, and financial documentation
- Any demand letters sent or received
- Names and contact info for all parties and witnesses

PART	SECTIONS	COVERS	EST. TIME
Part 1	I – III	Identity, Opposing Party & Jurisdiction	~10 min
Part 2	IV – VII	The Agreement, Breach & Damages	~15 min
Part 3	VIII – X	Defenses, Documents & Certification	~10 min

PART 1 OF 3: IDENTITY, OPPOSING PARTY & JURISDICTION (~10 minutes)

SECTION I: YOUR INFORMATION

1. Full Legal Name / Business Name: _____

2. Party Type:

- Individual Corporation LLC Partnership Other Entity

3. Address: _____

City/State/ZIP: _____

4. Phone: _____ 5. Email: _____

6. State of Citizenship (for diversity jurisdiction):

WHY WE ASK: Federal diversity jurisdiction requires complete diversity of citizenship between all parties and an amount in controversy exceeding \$75,000.

SECTION II: OPPOSING PARTY

7. Full Legal Name / Business Name: _____

8. Party Type:

- Individual Corporation LLC Partnership Other Entity

9. Address: _____

City/State/ZIP: _____

10. Phone: _____ 11. Email: _____

12. State of Citizenship / State of Incorporation: _____

13. Does the opposing party have an attorney?

- Yes No Unknown

If yes, attorney name/firm: _____

14. Are there additional parties?

- Yes No

If yes, list all additional parties (names, roles, contact info):

SECTION III: JURISDICTION & VENUE

15. Where should this case be filed?

- Federal Court
 State Court
 Unsure — Need Evaluation

16. Basis for Federal Jurisdiction (if applicable):

- Diversity of Citizenship (28 U.S.C. § 1332)
 Federal Question (28 U.S.C. § 1331)

17. Amount in Controversy: \$ _____

18. Does the contract contain a forum-selection or arbitration clause?

- Yes — Forum Selection
 Yes — Arbitration
 No
 Unknown

WHY WE ASK: A forum-selection or arbitration clause may override default jurisdiction and require filing in a specific court or submitting to arbitration.

If yes, specify terms: _____

25. When did the breach occur?

Date or approximate timeframe: _____

26. When did you first become aware of the breach?

WHY WE ASK: Statutes of limitation run from discovery of the breach. Oklahoma's statute for written contracts is 5 years (12 O.S. § 95); oral contracts is 3 years (12 O.S. § 95).

27. Did you send a demand letter or notice of default?

- Yes
 No

If yes, date sent: _____

28. What was the opposing party's response?

SECTION VI: DAMAGES

WHY WE ASK: You must prove damages to recover. Courts require specific dollar amounts, not vague estimates. Document every dollar lost.

29. Type of Damages Sought:

- | | |
|------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Direct/Compensatory Damages | <input type="checkbox"/> Consequential Damages |
| <input type="checkbox"/> Lost Profits | <input type="checkbox"/> Specific Performance |
| <input type="checkbox"/> Punitive Damages | <input type="checkbox"/> Attorney Fees |

30. Total Estimated Damages: \$

31. Break down your damages:

List each category of loss with dollar amounts and supporting documentation:

SECTION VII: ADDITIONAL CLAIMS

32. Do any additional claims apply?

- Fraud/Misrepresentation
- Unjust Enrichment
- Tortious Interference
- Unfair Business Practices
- Breach of Fiduciary Duty
- Conversion
- RICO
- Other

Explain any checked claims:

PART 3 OF 3: DEFENSES, DOCUMENTS & CERTIFICATION (~10 minutes)

SECTION VIII: ANTICIPATED DEFENSES

WHY WE ASK: The opposing party will raise defenses. If we know them in advance, we can address them preemptively in the complaint or early filings.

33. What defenses might the other side raise?

- Statute of Limitations, Waiver/Estoppel, Your Own Breach, Fraudulent Inducement, Failure to Mitigate, Accord & Satisfaction, Force Majeure/Impossibility, Lack of Authority

Explain any concerns about potential defenses:

Four horizontal lines for writing answers.

SECTION IX: EVIDENCE & DOCUMENTS

34. Documents You Can Provide:

- Written Contract/Agreement, Correspondence (emails, letters), Bank/Financial Records, Witness Statements, Prior Court Filings, Amendments/Modifications, Invoices/Payment Records, Demand Letters, Expert Reports, Other

35. Key Witnesses:

Table with 4 columns: Name, Role/Relationship, Contact Info, What They Know. Includes three empty rows for data entry.

SECTION X: FINANCIAL STATUS & ADDITIONAL INFORMATION

36. Can you afford filing fees, or do you need IFP (in forma pauperis)?

- Can Pay Filing Fees, Need IFP Application

37. Is there anything else we should know?

CERTIFICATION & DECLARATION

I certify under penalty of perjury that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge. I understand that false or misleading information may adversely affect the preparation and outcome of my case.

I acknowledge that Judicial Advocates is a federal litigation consulting and document preparation service, not a law firm, and that no attorney-client relationship is created by the completion of this questionnaire or the retention of their services. I have been advised to have all documents reviewed by a licensed attorney prior to filing.

Signature: _____

Date: _____

Printed Name: _____

ACKNOWLEDGMENT OF DISCLOSURE

I have read and understand the Important Disclosure on page 1 of this questionnaire. I understand that Judicial Advocates is not a law firm and does not provide legal advice.

Signature: _____

Date: _____

Printed Name: _____
