



Client Registration Form:

Name _____ Home Phone _____
 Address _____ Work Phone _____
 City _____ Cell Phone _____
 State, Zip _____ ****PLEASE SEE BELOW BEFORE GIVING EMAIL INFORMATION****
 Employer _____ Email address _____
 Employed since _____ Job Title _____
 Level of Education _____ Approx. Salary _____
 Date and Place of Marriage _____ Date of Separation/Divorce _____
 OFP/Restraining Order _____ yes _____ no If YES _____ current _____ expired ___/___/___
 Previous Spouse or Partner _____
 Current Spouse or Partner _____
 Represented by _____ (Attorney & Firm Name) Phone _____
 Referred by _____
 Brief Description of the case _____
 Brief Description of the issues to be resolved _____

Settlement discussion to date _____

Children

Name	Date of Birth	Live with	School	Grade

Vusa Bentley prefers to copy **both** parties on email communications from our office (unless scheduling individual appointments).

109 JOHNSON STREET, MANKATO, MN 56001
 TEL: (507) 519-0191
 WWW.BENTLEYMD.US
 VUSA@BENTLEYMD.US

Do you wish to use email as a tool for communication with Bentley Mediation & Drafting LLC? YES/NO
(if yes, complete the back side of page)

Do you agree to allow Bentley Mediation & Drafting LLC to share the above email address with the other party? YES/NO

Signature: _____ Date: _____

EMAIL INFORMED CONSENT

By signing below, I, _____ (“client”), acknowledge:
(print name)

- ❖ Email is to be used only by agreement and understanding for specific documents. It is **not** the primary means of communication to be used between the client and members of Bentley Mediation & Drafting LLC.
- ❖ Any email or attachments sent **to** Bentley Mediation & Drafting LLC will become a part of my permanent file, subject to applicable release and privacy laws.
- ❖ Any email or attachment sent **from** Bentley Mediation & Drafting LLC will become a part of my permanent file, subject to applicable release and privacy laws.
- ❖ All emails and attachments sent and received by Bentley Mediation & Drafting LLC are scanned with current anti-virus software. Protection of client’s computer against virus attacks is the sole responsibility of the client.
- ❖ Client understands and accepts the inherent risk to privacy involved in email communication, including, but not limited to: interception by unknown parties; inability to communicate via email due to incorrect address; computer virus; interception by monitoring software commonly used in the workplace; etc.
- ❖ Bentley Mediation & Drafting LLC will treat client email as confidential information, subject to applicable privacy laws and ethical considerations.
- ❖ Client agrees not to advertise, share, sell or in any other way make public any Bentley Mediation & Drafting LLC email address. Any disclosure of Bentley Mediation & Drafting LLC email addresses to unauthorized parties by the client and Bentley Mediation & Drafting LLC, including having any and all client email address(es) blocked.
- ❖ Email from Bentley Mediation & Drafting LLC to client may be copied to other applicable parties, via email, fax or postal mail, per standard ethical and professional considerations.

I have read and understand the above and agree to allow email communication between myself and Bentley Mediation & Drafting LLC per these considerations.

(signature)

(date)

(email address)

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