

# SCHOCH & TOPEL

## RESPONSIBILITIES

---

### Client form

Please read carefully. Ladies and

Gentlemen,

We require the following information from you in order to record your data completely in our computer program and to create the file correctly. Of course, all the data you provide is subject to data protection and will only be used by us for internal purposes. It will not be passed on to third parties. In this regard, we also refer you to the information on data processing provided to you.

**Last Name:** \_\_\_\_\_ **First name:** \_\_\_\_\_

**born on:** \_\_\_\_\_ **birthplace:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone landline:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Fax number:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

By providing my e-mail address, I agree to receive future correspondence by e-mail. The indication of the e-mail address is voluntary. I agree that the law firm Schoch & Topel Rechtsanwälte may also send me documents (e.g. letters from the lawyers, letters from the opposing party, pleadings, orders, minutes and judgments of courts, expert opinions, file extracts from investigation files, etc.) in connection with clients placed by me by e-mail for my information. There is no obligation to do so. I assure you that I check the inbox of my e-mail address daily. I am aware and agree that these emails are sent to me encrypted by default using SSL (transport encryption) and without any further special security measures (end-to-end encryption). I am aware that this communication may not be secure and may be manipulated by third parties. I consciously accept this risk, as sending emails is more convenient for me. I can revoke my consent to the unencrypted sending of documents by e-mail at any time in writing or by e-mail to [SchochundTopel@t-online.de](mailto:SchochundTopel@t-online.de).

**Bank details (optional) Note: Third-party payments can only be forwarded if the bank details are disclosed.**

Credit institution:

IBAN:

BIC.: \_\_\_\_\_

**Entitlement to deduct input tax** Yes o No            o

**Legal expenses insurance if available**

Insurance company: \_\_\_\_\_

Vers. no: \_\_\_\_\_

If different, policyholder: \_\_\_\_\_

**How did you hear about the law firm?**

Phone book                       Internet                       Recommendation

Insurance                       Other

**Information on the possibility of granting legal aid or legal costs assistance**

I have been informed by the lawyers about the requirements and consequences of the granting of legal aid in court proceedings. I have been informed of the following:

- that procedural or legal aid is not possible in pre- and extrajudicial matters and
- that the granting of legal aid or legal aid is linked to the implementation of a corresponding examination procedure, in the course of which fees may already be incurred at my expense.
- that the legal aid granted does not exempt me from the other party's claim for reimbursement of costs if I am unsuccessful.
- that the granting of legal aid or legal aid only entails a provisional, not necessarily final exemption from costs and fees incurred.
- that the court can also grant only partial legal aid or legal aid for legal costs, that the share of fees not covered by the state treasury in this respect is to be borne by myself
- that the granting of legal aid does not relate to the filing of any legal aid appeals that may become necessary, but that the fees incurred in this respect must be paid by myself.
- that the approval of legal aid or legal aid can be revoked if the information I have provided on my personal and financial circumstances proves to be incorrect,
- that the court may review the granting of legal aid in personal and financial terms up to four years after the final decision or other termination of the proceedings and may also order the subsequent payment of costs,
- that any significant change in financial circumstances must be reported to the court via the lawyer, as must any change of address,
- that any breach of these notification obligations can lead to the withdrawal of legal aid.

### **Note according to § 33 BDSG**

The information you provide will be recorded and stored electronically by us. This enables us to process your matter as comprehensively and successfully as possible. If you do not wish your data to be stored any longer, please let us know and we will then delete the data records we have in accordance with the statutory provisions.

**An information sheet on data processing has been handed out or sent and acknowledged.  
You confirm this with your signature.**

---

Place, date

---

Signature