



Syndicate Subscription Legal Plans

DEBT COLLECTION **CLIENT INTAKE QUESTIONNAIRE:**

CONFIDENTIAL. This questionnaire covers collecting money owed to you, whether you already have a court judgment or support order, or are owed money under a written or oral agreement, loan, invoice, or other obligation. Deadlines to sue can be short (as little as 2 years for some oral agreements), so please complete this form promptly. If a question does not apply, write "N/A." If unknown, write "Unknown." Attach additional pages if needed.

Until we speak, please do not threaten the debtor with arrest, criminal charges, or public disclosure of the debt, and do not contact their employer or family about the debt. Some collection tactics are prohibited by law.

NAME OF THE CLIENT (CREDITOR):

Client type:

☐ Individual

☐ Business

☐ Full Legal Name / Business Name: _____

Entity type and state (if business): _____ Contact person: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Syndicate Plan Member ID: _____ **Plan Start Date:** _____

Preferred method of contact:

☐ Phone

☐ Text

☐ Email

PART 1 — TYPE OF DEBT & YOUR GOAL

1.1 Type of debt (check all that apply):

☐ Civil judgment → Part 4

☐ Child support arrears → Part 5

☐ Spousal support arrears → Part 5

☐ Written contract → Part 3

☐ Oral contract → Part 3

☐ Loan / promissory note → Part 3

☐ Unpaid invoice / account → Part 3

☐ Bounced check → Part 3

☐ Unpaid rent / lease → Part 3

☐ Property damage / other → Part 3

1.2 What would you like to do?

☐ Send a formal demand letter

☐ File a lawsuit (small claims or civil court)

☐ Enforce an existing judgment (garnishment, levy, lien)

☐ Renew a judgment before it expires

☐ Register a judgment from another state

☐ Negotiate a settlement or payment plan

☐ File a claim in the debtor's bankruptcy or estate

☐ Not sure — need advice



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1.3 Total amount you believe is owed: \$ _____ As of: _____

1.4 Briefly describe what happened: _____

PART 2 — THE DEBTOR

2.1 Debtor type:

☐ Individual

☐ Business

Full Legal Name / Business Name: _____

Other names / DBAs: _____ Date of Birth (if known): _____

Last known address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email / Social Media: _____

If business — entity type and state: _____ Agent for service: _____

Business owners / officers: _____

2.2 Your relationship to the debtor (customer, tenant, ex-spouse, friend, etc.): _____

2.3 Do you know where the debtor currently lives and works? ☐ Yes ☐ No

2.4 Has the debtor filed bankruptcy? ☐ Yes ☐ No

A bankruptcy filing generally stops all collection activity immediately. Tell us right away if you receive any bankruptcy notice.

2.5 Is the debtor deceased? ☐ Yes ☐ No

If yes — date of death and probate case (if known): _____

2.6 Co-Debtors, Guarantors, or Co-Signers:

Name	Role (co-signer, guarantor, spouse, partner)	Address / Phone	Signed Anything?

PART 3 — THE DEBT (IF NO JUDGMENT YET)

3.1 Was the agreement:

☐ Written and signed

☐ Written but unsigned (emails, texts, invoices)

☐ Oral only

☐ Mix of written and oral

3.2 Date of agreement / loan / transaction: _____ Payment due date: _____

3.3 Original amount: \$ _____ Payments received: \$ _____ Balance: \$ _____



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3.4 Date of last payment: _____ Amount: \$ _____

3.5 Agreed interest rate / late fees (if any): _____

3.6 Does the contract allow recovery of legal fees or collection costs? ☐ Yes ☐ No

3.7 Is the debt secured by collateral (vehicle, property, equipment)? ☐ Yes ☐ No

If yes, explain: _____

3.8 What exactly was promised, and how did the debtor fail to perform? _____

3.9 Date the debtor first failed to pay or perform: _____

Lawsuit deadlines generally run from this date: about 4 years for written contracts and 2 years for oral contracts in California.

3.10 Have you sent a written demand for payment? ☐ Yes ☐ No

If yes — date(s) and method: _____

3.11 How has the debtor responded (promises, excuses, disputes, no response)? _____

3.12 Does the debtor claim they do not owe the money, or that you owe them? ☐ Yes ☐ No

If yes, explain: _____

3.13 Where do you believe the claim should be filed?

☐ Small claims ☐ Limited civil ☐ Unlimited civil

☐ Arbitration (required by contract) ☐ Not sure

3.14 Does the contract require arbitration or name a specific court or state? ☐ Yes ☐ No

PART 4 — EXISTING JUDGMENT (IF APPLICABLE)

4.1 Court / County / State: _____

Case Number: _____ Date judgment entered: _____

4.2 Judgment amount: \$ _____ Costs / fees: \$ _____ Interest: \$ _____

4.3 Amount collected so far: \$ _____ Remaining balance: \$ _____

4.4 Name(s) of judgment debtor(s) exactly as shown on the judgment: _____



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4.5 Enforcement steps already taken:

- | | |
|--|---|
| ☐ Abstract of judgment recorded | ☐ Writ of execution issued |
| ☐ Wage garnishment | ☐ Bank levy |
| ☐ Debtor examination held | ☐ Judgment lien on business property |
| ☐ Nothing yet | |

4.6 Is the judgment from another state? ☐ Yes ☐ No

4.7 Is the judgment 8 or more years old? ☐ Yes ☐ No

California money judgments generally expire after 10 years unless renewed before the deadline.

4.8 Is there an appeal, motion to vacate, or payment agreement pending? ☐ Yes ☐ No

If yes, explain: _____

PART 5 — CHILD / SPOUSAL SUPPORT ARREARS (IF APPLICABLE)

5.1 Type:

- ☐ Child support ☐ Spousal support / alimony ☐ Both

5.2 Court / County / State: _____ Case Number: _____

5.3 Order amount: \$ _____ per _____ Date of order: _____

5.4 Estimated arrears: \$ _____ Date of last payment: _____

5.5 Is the local child support agency (e.g., DCSS) involved? ☐ Yes ☐ No

If yes — agency case number: _____

5.6 Were any payments made directly or in cash outside the court or agency? ☐ Yes ☐ No

If yes, explain: _____

Support arrears in California generally accrue interest and can be enforced until paid in full. For support that is still being ordered or needs modification, please also complete our Child Support Intake Form.

PART 6 — DEBTOR'S ASSETS & INCOME

Collection depends on finding income and assets. List anything you know, even if uncertain.

6.1 Employer: _____ Employer address / phone: _____

Occupation: _____ Estimated income: \$ _____

6.2 Bank(s) used (name and branch, if known): _____

6.3 Real estate owned (address): _____

6.4 Vehicles (year, make, model, plate): _____

6.5 Business owned / operated: _____

6.6 Customers or others who owe the debtor money: _____



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6.7 Other assets (investments, crypto, boats, rental income, expected inheritance, lawsuit recoveries): _____

6.8 Do you believe the debtor is hiding or transferring assets? ☐ Yes ☐ No

If yes, explain: _____

PART 7 — COLLECTION HISTORY & SETTLEMENT

7.1 Has a collection agency or anyone else tried to collect this debt? ☐ Yes ☐ No

If yes, explain: _____

7.2 Has the debtor offered a settlement or payment plan? ☐ Yes ☐ No

If yes, explain: _____

7.3 What would you accept?

☐ Full amount only

☐ Discount for lump-sum payment

☐ Payment plan

☐ Open to discussion

Minimum lump sum you would accept: \$ _____ Minimum monthly payment: \$ _____

7.4 Did you ever receive any property, services, or credit toward the debt? ☐ Yes ☐ No

If yes, explain: _____

PART 8 — EVIDENCE & WITNESSES

8.1 Documents and communications proving the debt (contracts, invoices, checks, texts, emails, recordings): _____

8.2 Witnesses:

Name	Relationship	Phone / Email	What They Know



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PART 9 — DOCUMENT CHECKLIST

Please provide copies of the following, if available. Check each item you are including.

- | | |
|---|---|
| ☐ Contract / agreement / promissory note | ☐ Invoices / statements / account ledger |
| ☐ Proof of payments received | ☐ Bounced check & bank notice |
| ☐ Texts / emails / letters with the debtor | ☐ Demand letters sent |
| ☐ Judgment & court filings | ☐ Abstract / writs / levy papers |
| ☐ Support orders & payment history | ☐ Debtor's ID or business info |
| ☐ Security agreement / title documents | ☐ Bankruptcy or probate notices |

Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge, and that I have disclosed all payments, credits, and disputes relating to this debt. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating my debt collection matter.

Signed and dated this ____ day of _____, 20__

Signature: _____

Print Name: _____

Please Print and Email to STEVE@STEVEMUELLERLEGAL.COM, or
save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.