

the law office of

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GEO GROUP LITIGATION

CASE REVIEW QUESTIONNAIRE

The Case Review Questionnaire is designed to provide this office with the basic and essential information needed to review your matter. Completing this form and providing it to this office does not mean this office is representing you as legal counsel. The form will be reviewed by this office and you should receive some feedback within the near future. The completion of this form, and review of this information, by no means establishes an attorney/client relationship between yourself and this office. This relationship can only be established after you and this office enter into a written attorney's fee agreement.

Please clearly write out the information requested below. If a question does not apply to you, leave it blank or write "N/A" in the space provided.

1. Personal and Family History

Full name _____

Current home address _____

City _____, State _____, Zip _____

Home phone _____ Business phone _____

Cellular phone _____ Pager _____

E-Mail Address _____

Your Social Security number _____ - _____ - _____

2. Place of birth _____ Date _____

Have you ever used any other date or place of birth? _____

If so, explain: _____

3. Employer – Pay Information

Employer's Name: The Geo Group, Inc.

Name and Address of Geo facility where you work(ed):

Date you started working there: _____

Your last day working there (if applicable): _____

Your job title (s) while working there:

Immediate Supervisor's Name & Title _____

Beginning pay rate \$ _____/hour

Ending (or current) pay rate \$ _____/hour

Average number of hours you work per week: _____

How were your work hours recorded?

___ Time clock ___ Recorded on computerized system

___ Recorded on handwritten paper ___ Other

If "Other," please describe:

Shift Times:

How many hours do you work on a shift: _____/hrs. per shift.

How many shifts do you work per week: _____/shifts per week.

Breaks: While working during a shift, are you permitted to take any breaks?
___ Yes ___ No

If so, how many breaks were allowed during your shift? _____

What was the length of time for an average break? _____ minutes

Did you clock-out for your break times? ___ Yes ___ No

Were you regularly able to take any break times? ___ Yes ___ No

Time Keeping Policies:

We have learned that at some Geo facilities, corrections officers and other employees may clock in several minutes before their shift and clock out several minutes after their shift. However, when their pay is calculated, it only shows that they worked a 8 hour shift and they were not paid for these minutes of work. Does this type of practice occur at your facility?
___ Yes ___ No

Were you required to attend any mandatory meetings at work, but you were off the clock and not paid? ___ Yes ___ No.

Were you ever required to stay after a shift and complete any reports or paperwork where you were off the clock? ___ Yes ___ No.

Are there any other instances where you are required to be present at work, but are not getting paid for that time? ___ Yes ___ No. If so, please explain:

4. How did you Learn About this office: Please describe how you learned to contact this office for review of your matter (such as referral, advertisement, internet search, etc...).

Thank you for completing this information. Please sign and date below.

I hereby state that the above information that I have provided is true and correct to the best of my knowledge and belief.

Possible Client's Signature

Date