

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 of Birth _____ OFP/Restraining order ___yes ___no

Date & Place of Marriage _____ If yes _____ current _____ expired __/__/____

Date of Separation/ Divorce _____

Previous Spouse or Partner _____

Current Spouse or Partner _____

Attorney _____ Phone _____

Referred by _____

Children

Name	Date of Birth	Live with	School	Grade

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

Do you wish to use email as a tool for communication? YES/ NO (if yes, complete back side of page)

Do you agree to allow mediator to share the above email address with the other party? YES/NO

Signature _____ Date _____

Email Informed Consent

By signing below, I acknowledge:

- Email is to be used only by agreement. It is **not** the primary means of communication to be used between the client and Melanie Aleman, LMFT.
- Any email or attachments sent **to** mediator will become a part of my permanent file, subject to applicable release and privacy laws.
- Any email or attachments sent **From** mediator will become a part of my permanent file, subject to applicable release and privacy laws.
- **All** emails and attachments sent and received by mediators 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.
- Mediator will treat client email addresses 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 mediation email addresses. Any disclosure or mediators email addresses to unauthorized parties by the client will result in revocation of email communication privileges between the client and mediator, including having any and all client email address(es) blocked.
- Email from mediator 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 mediator and me per these considerations.

(Signature)

(date)