

Privacy Policy Concerning Disclosure of Social Security Number

We are required by law to adopt a privacy policy concerning the use of your social security number. Tex. Bus. & Comm. Code §35.581. We only request your social security number because it is necessary to represent our clients in connection with certain legal matters. Our privacy policy is set forth below. Please review this policy and sign in the space set forth below for your signature(s) to indicate your understanding and acceptance of this policy.

How we collect your personal information:

We request that you disclose your name and social security number to us in writing on the client information sheet attached hereto and/or in connection with a client questionnaire which you will be required to fill out in the event that you decide to file a case.

How and when the personal information is used:

We are required to provide your social security number on certain forms required to be filed in connection with a case. We will provide this information to the Court when it is required to be provided in connection with the case.

How your personal information is protected:

Because the documents which are filed with the Court are a matter of public record, we will redact all but the last four digits of your social security number to prevent unauthorized access to this information.

Access to your personal information:

Our policy is to allow access to your social security number only by employees of our firm and only as is necessary to represent you in connection with your case. As indicated above, we are required to provide this information to the court. We also might be required to provide this information to a party in connection with a validly issued subpoena or Court order.

How we dispose of personal information:

It is our policy to dispose of records containing your social security number by shredding or destroying any such documents.

I have read and understand the foregoing privacy policy:

Name

Date

Name

Date