

In order for me to be more prepared in our initial telephone conference I would like to have certain information to look at before the conference. Please download and complete the [Adoptive Parent Intake Sheet](#). I will also need a photograph of you and your spouse, along with a dear birth mother letter (which can be a work in progress). If you already have completed your home study, I ask that you forward the home study report to me, as well. After I have reviewed the information we will then be ready to visit. Upon receipt of this information I will contact you about a mutually convenient time to have the conference. This initial telephone conference will take approximately 45 minutes. Late afternoon or 8:00 p.m. are possibilities. Thereafter, if we mutually desire to move to the next step we will then need to set an appointment at my office for a three (3) hour conference. My email address is [kelleylaw@sbcglobal.net](mailto:kelleylaw@sbcglobal.net).

I would appreciate it if you would please return the completed information to me within 7 days, in order to continue forward in a timely manner. However, I do not want you to feel that you are being rushed into making a decision. Should you decide to wait, you can always reapply at a later date.

I look forward to hearing from you.

Sincerely,

Eugene T. Kelley

Kelley Law Firm