

## **Appendix 2-2: Sample Intake Form**

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### **Appendix 2-2 Sample Intake Form**

It is recommended that you use an intake form like this sample form for all noncitizen clients. The form will help you capture much of the information you (or an expert) will need to assess the immigration consequences of the criminal charges in a consistent and systematic way. This sample form was developed by the Immigrant Law Resource Center in California; it was modified slightly by the authors for the purpose of this manual.

## Immigrant Defendant Questionnaire

*This information is confidential and protected by attorney-client privilege.*

<b>Client's Name</b>	A# (if possible)	Client's criminal case #
Client's Country of Birth	Client's Date of Birth	ICE Detainer/Hold
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know

**1. ENTRY:**

Date first entered U.S.	Visa Type (or 'none')	Significant Departures (approximate OK; append list)
		Dates: Length of departures:

**2. IMMIGRATION STATUS:**

Lawful permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No    Date Obtained? _____ On what basis (e.g. family visa, refugee): Check one. To obtain green card, client: - Went to an interview in home country _____ - Processed ("adjusted status") in U.S. _____	Other Current Immigration status? (check one) <input type="checkbox"/> Undocumented <input type="checkbox"/> Doesn't know <input type="checkbox"/> Has work permit but unsure of status (is there a pending application for status or relief?) <input type="checkbox"/> Refugee <input type="checkbox"/> Asylee <input type="checkbox"/> Temporary Protected Status <input type="checkbox"/> Deferred Action for Childhood Arrivals (DACA) Other: _____
Screen for possible US citizenship if: <input type="checkbox"/> Grandparent or parents were US citizens at time of client's birth; OR <input type="checkbox"/> Parent(s) were US citizens while client was under age 18 (Mark even if parents or grandparents are deceased).	

**3. PRIOR REMOVAL/DEPORTATION/VOLUNTARY DEPARTURE:**

Was Defendant ever deported?	Describe what happened to extent possible (e.g., saw an immigration judge? just signed form before leaving US? caught at the border?)	Where? When? (for each deportation)
<input type="checkbox"/> Yes <input type="checkbox"/> No		

**4. FAMILY TIES & RELIEF**

Family in U.S., including parents, spouses, children, siblings, or fiancé(e) (please list relationship to client, age, and immigration status):  Is your client afraid to return to his/her home country for any reason? Does he or she fear persecution or torture if removed from the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No  Has the defendant been a victim of crime? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, what type of crime?
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**5. DEFENSE GOALS & CRIMINAL HISTORY**

Defendant's Goals Re: Immigration Consequences	Criminal History & Current Charges
<input type="checkbox"/> Avoid conviction that triggers deportation <input type="checkbox"/> Preserve eligibility to apply for immigration status or relief from removal <input type="checkbox"/> Get out of jail ASAP <input type="checkbox"/> Immigration consequences/deportation not a priority <input type="checkbox"/> Other goals re: imm consequences:	<p><i>Fill out below:</i></p> <p><b><u>List Prior Conviction/s from any jurisdiction</u></b></p> <p><b><u>List Current Charge/s and Plea Offer/s if any</u></b></p>

**List Prior Convictions**  
(include statute section, date of conviction, and sentence)

**List Current Charge(s), Plea Offer(s)**