



REGIONAL
IMMIGRATION
ASSISTANCE
CENTERS

NON-CRIMINAL CASE INTAKE FORM

STEP 1: DOCUMENTS WE NEED IN EVERY CASE

1. A copy of any draft or filed pleadings (especially anything related to family offenses, orders of protection or acts of misconduct) - or details of what will be alleged if they do not exist yet;
2. All immigration documents in your client's possession (or, if documents exist but are unavailable, a description of them). *Examples include an employment authorization document, paperwork from USCIS, visa stamp in passport or green card; and*
3. This intake sheet. Please answer ALL questions. (If your client does not know a particular answer, please say so rather than leaving it blank, and if not applicable simply put N/A).

ATTORNEY INFORMATION

Atty Name: _____
Affiliation: _____

Email: _____
Tel: _____

(Agency, ACP etc.)

STEP 2: CASE & CLIENT INFORMATION

CASE OVERVIEW & TOPICS YOU WANT ADVICE ON

Please provide short description of the case, including any areas of concern (e.g. "Client wishes to divorce spouse, who sponsored her for her green card. Worried about citizenship and that husband will accuse her of mistreating children")

CASE INFO

Client Name: _____ DoB: _____

Opposing / Involved
Parties: _____

Opposing Counsel (if any): _____

CLIENT INFORMATION

Provide as much detail as possible for all fields. If your client does not know the answer, please say so:

Client's level of English: ☐ Read & Write ☐ Spoken Only ☐ Interpretation Needed Language: _____

Country of Birth: _____ USCIS / Alien Number (9 digits): _____

Initial Entry to U.S. Status: _____ Date: _____
e.g. illegal entry, refugee, green card, F-1 student visa (For work permits, we need the code - e.g. C08 or A12)

Current Immigration Status: Status: _____ Date: _____
e.g. illegal entry, refugee, green card, F-1 student visa (For work permits, we need the code - e.g. C08 or A12)

Pending / Imminent Immigration Application? ☐ N ☐ Y: _____
Name of form or description (e.g. N400, adjustment of status, I-485)

Has client ever been arrested or accused of any criminal misconduct? ☐ N ☐ Y (provide details below:)
(whether or not formally charged)

Has client ever used drugs? ☐ N ☐ Y (provide details below:)
(past or present - including marijuana)

CASE INFO

Please check any of the following issues if they are, or could be involved in your case

☐ Divorce <u>exclusively</u> based on irretrievable breakdown	☐ Divorce (OTHER THAN irretrievable breakdown)	☐ Possible marriage fraud involved/alleged/suspected ?	☐ Allegations of mistreatment? (whether or not they constitute a family offense)
☐ Child Custody (Uncontested)	☐ Child Custody (Contested)	☐ Client needs to travel internationally before this case is resolved	☐ Future international travel with children
☐ Child support	☐ Spousal support	☐ Client has any mental health concerns/problems	☐ Order of protection <u>for</u> your client
☐ Prior CPS involvement	☐ Current CPS case	☐ Family Offense alleged <u>against</u> your client	☐ Order of protection <u>against</u> your client

Please highlight if any issues (e.g. marital assets, spousal support etc.) have already been agreed.

Details:

IMMIGRATION INFORMATION REGARDING YOUR CLIENT'S CHILDREN

*If your client has children, please note (1) each child's date of birth **AND** country of birth and (2) whether they are the biological or adopted children of your client and their spouse. **Additionally:** if the child/children were not born in the U.S., please also include (3) each child's current immigration status and (4) when they received their U.S. immigration status*

IMMIGRATION INFORMATION REGARDING YOUR CLIENT'S MARRIAGE & SPOUSE

If your client is married, please include the date and place of marriage:

Please also highlight any less common situations, such as if it was an arranged marriage, a non-civilly registered religious/customary marriage, possibly bigamous etc.

If your client has a spouse, please include the following information about the spouse:

Spouse's current immigration status: _____ When spouse received their U.S. immigration status (if not born in the U.S.): _____

Did spouse sponsor your client's immigration status (either originally or currently): ☐ Yes ☐ No ☐ Unsure

Did spouse file an affidavit of support with USCIS (to financially support your spouse): ☐ Yes ☐ No ☐ Unsure

Details:

OTHER SCREENING QUESTIONS

Please check all of the following which may apply to your client:

☐ Is in immigration court proceedings	☐ Immigration/ICE may be aware of client	☐ Has an immigration attorney (provide details)	☐ Willing to cooperate with law enforcement	None of These Apply: ☐
☐ Previously ordered removed / deported	☐ Has ever been arrested by Immigration/ICE	☐ Fears persecution or torture if deported	☐ Needs to travel before this case is resolved	
☐ May be victim of domestic violence	☐ May be victim of trafficking	☐ Has been the victim of a serious crime	☐ Does not care about being deported	

Details: