

Date: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		Judge: _____	AOD Name: _____	
Docket: <input type="checkbox"/> Adult/family docket <input type="checkbox"/> Juvenile docket		MCH #: <input type="checkbox"/> Initial <input type="checkbox"/> Reset, MCH# _____	Completion Date: _____	
<input type="checkbox"/> Informed: I am a volunteer attorney. I do not work for the government. I will not share any information with the DHS or Court without your consent. I will share this intake with the organization that runs this volunteer program, the Justice & Diversity Center, who will keep your information confidential.				
LAST NAME, First:		A#	GENDER:	DOB:
BEST LANGUAGE: <input type="checkbox"/> ENG <input type="checkbox"/> SPA Other: _____		SEXUAL ORIENTATION:	COUNTRY OF ORIGIN:	ETHNICITY: <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> White (non-Hisp.) <input type="checkbox"/> Other <input type="checkbox"/> Unknown
EMAIL ADDRESS:	DISABLED? Y N TYPE: _____	VETERAN? Y N	PHONE NO.	
ADDRESS: _____ Apt. No. _____				
CITY; COUNTY:			STATE:	ZIP CODE:
FOR AODs: How did you assist the respondent today? Check all that apply.				
<u>Pro Se Assistance Needed</u>		<u>Advisals and info provided to respondent</u>		
<input type="checkbox"/> Continuance to find counsel		<input type="checkbox"/> Change of address obligations and extra Form E-33 (required)		
<input type="checkbox"/> Change of venue		<input type="checkbox"/> Consequences of failure to appear (required)		
<input type="checkbox"/> Change of address		<input type="checkbox"/> Court pro bono list (required) and JDC Packet		
<input type="checkbox"/> Consolidate case with family members		<input type="checkbox"/> Nature of Proceedings & Right to an Attorney		
<input type="checkbox"/> FOIA request: Agency: _____ (USCIS, EOIR, ICE, CBP)		<input type="checkbox"/> Change of venue		
		<input type="checkbox"/> Consolidation		
		<input type="checkbox"/> Removability arg		
Qualifies for:	<input type="checkbox"/> EAD Application; EAD Clock days: _____	<input type="checkbox"/> Pleadings		
	<input type="checkbox"/> Ankle Monitor Removal	<input type="checkbox"/> How to obtain EAD; EAD eligibility		
	<input type="checkbox"/> Mendez-Rojas class notice (ends 4/22/22)	<input type="checkbox"/> How to leave U.S.		
	<input type="checkbox"/> Motion to Dismiss based on _____	<input type="checkbox"/> ISAP conditions, gave ISAP packet		
	<input type="checkbox"/> Motion to Reopen based on _____	<input type="checkbox"/> Imm consequences of criminal acts or post-conviction relief		
Asylum application lodged or filed?		<input type="checkbox"/> Yes _____ No _____ Date: _____		
Next Hearing: <input type="checkbox"/> Master <input type="checkbox"/> Individual		Date: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		
Name, DOB, A# of Derivatives; Initial Intake Notes:				

FOLLOW-UP

ATTORNEY-SEARCH

Contacted Attorneys? ☐ Y ☐ N ☐ Who? _____

Circumstances prevented you from finding atty (illness, etc.)? _____

☐ Y ☐ N ☐ Submitted docs to Court/ filed application/lodged asylum app? Which documents? _____

☐ Y ☐ N ☐ Pleadings already taken? ☐ Y ☐ N ☐ Applications pending before other agencies? ☐ Y ☐ N ☐ Has gov't submitted docs?

IMM. HISTORY

NTA Charge(s): _____

TYPE: ☐ Arriving Alien ☐ Present w/o Admission

NTA Service Date: _____

☐ Admitted; Date Admitted: _____

Placement in Proceedings by: ☐ ICE ☐ CBP

☐ Advised: Potential Suppression Claim

Immigration Arrest Location: _____

Current Immigration Status: _____

First Entry Date

☐ EWI ☐ Inspected/Waived ☐ Detained/
Released

Last Entry Date

☐ EWI ☐ Inspected/Waived ☐ Detained/
Released

Total Entries:

☐ Y ☐ N ☐ Entered with family member? ☐ Y ☐ N ☐ Consolidation of family members' cases needed? A #s: _____

Absences from the U.S.? Yes: _____ No: _____

If Yes: DOE and DOD Dates not above: _____

Prior Immigration Contacts? ☐ Y ☐ N If yes, explain: _____

CRIM. HISTORY

Have you ever been arrested by the police here in the U.S. or in your home country? ☐ Y ☐ N ☐ If yes:

YEAR	COUNTY / STATE	ARREST / CHARGE (OFFENSE)	CONVICTION CODE:	SENTENCE / SERVED	IMM. CONSEQ.
		<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony			
		<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony			
		<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony			

FAMILY

Marital Status (include same-sex):

Spouse: ☐ Has status: ☐ No status Location? _____

Children: Total #: _____ No. in U.S. _____ w/ USC status: _____ Ages: _____

Parents: ☐ USC ☐ LPR ☐ No status ☐ Other:

Grandparents: ☐ USC ☐ LPR ☐ No status ☐ Other:

Siblings: ☐ USC ☐ LPR ☐ No status ☐ Other:

Any Immigrant Petitions Filed for you? ☐ Y ☐ N
(Or for your spouse or parent)

☐ Possible 245(i) with details:

Petitioner: _____

Type: _____

Beneficiary: _____ Date

Filed: _____

☐ Pending ☐ Approved ☐ Denied

RELIEF

U-Visa: Have you/spouse/child/child's sibling been a VICTIM of CRIME or DV in the US? ☐ Y ☐ N If Y, was it reported? ☐ Y ☐ N

Has copy of police report? Y _____ No _____ Was Perpetrator found and charged? Y _____ No _____

Law Enforcement Agency: (Which Police Dept/Court?) _____

Alum/CAT/Withholding: **Fear of Return?** ☐ Y ☐ N

☐ Advised re: 1-yr. deadline and lodging

☐ Who are you afraid of? (Please provide brief details in attached page)

Informed: I understand that it's difficult to talk about traumatic events.

However, you should know that if someone in your household physically, emotionally, or sexually harmed you, it could be a basis for asylum. Also if severely discriminated against or harmed because of LGBT status.

SIJS: **Eligible?** ☐ Y ☐ N

☐ Y ☐ N Do you live with your mother?

☐ Y ☐ N Does she support you financially?

☐ Y ☐ N Do you live with your father?

☐ Y ☐ N Does he support you financially?

☐ Y ☐ N Are you in contact with your parents?

☐ **Advised:** Better to apply before turning 18 but qualify until 21

T-Visa Eligibility

☐ Y ☐ N Did the people who helped you to enter the U.S. trick, pressure, intimidate, or scare you into to do something you were not comfortable doing? (i.e. carry something across a border)

☐ Y ☐ N In the U.S. has anyone ever tricked, pressured, intimidated or scared you into doing something you were not comfortable doing? (including threatening to call immigration or the police?)

ALL RELIEF IDENTIFIED

☐ AOS

☐ Citiz Claim

☐ SIJS

☐ U-Visa

☐ 212(i)

☐ VAWA COR

☐ ASY

☐ LPR COR

☐ TPS

☐ WOR

☐ 212(h)

☐ VAWA I-360 Self-Petition

☐ CAT

☐ Non-LPR COR

☐ T-Visa

☐ 212(c)

☐ 237(a)(1)(H)

☐ Other: _____

ADDITIONAL DETAILS:

Reason/s for fear of return to Country of Origin:

Fear based on: **Race** **Religion** **Political Op** **Nationality** **PSG** _____ **Torture**

Other Assistance needed, including housing or mental health services:

Legal Advice Given: