

LEGAL ASSISTANCE CLIENT INTAKE QUESTIONNAIRE

PRIVACY ACT SENSITIVE: Any misuse or unauthorized disclosure may result in both civil and criminal penalties.
PRIVACY ACT STATEMENT: AUTHORITY 5 USC 301, Departmental Regulations; 10 USC 1044; and 32 CFR Part 727, Legal Assistance.
ROUTINE USE(S): Information provided is used to provide an administrative record for use by attorneys and clerical personnel directly involved in providing legal assistance, to manage internal counsel assignment, and for internal management of the office, to include generating periodic workload productivity and statistical reports.
MANDATORY/VOLUNTARY DISCLOSURE CONSEQUENCES OF REFUSAL TO DISCLOSE: Disclosure of requested information is voluntary, but failure to provide such information may limit the Legal Assistance Office's ability to provide assistance.

Receiving services from a non-attorney at the Legal Assistance Office does not create an attorney-client relationship. In order to form an attorney-client relationship you must meet with an attorney. The attorney-client relationship will terminate when the attorney's involvement in the current case ends.

First Name		Middle Name		Last Name		Maiden Name (if applicable)	
Address:				City:		State:	
Work Phone:		Cell Phone:		Birth Date:		Email:	
Male	<input type="checkbox"/> Active Duty	Dependent		Name of Spouse (include maiden name in parentheses)			
Female	<input type="checkbox"/> Reserve/Guard	Other (Explain):					
	<input type="checkbox"/> Retiree						
<u>Military Information for Self or Spouse/Sponsor</u>							
Marine Corps	<input type="checkbox"/> Air Force	Coast Guard		Rank/Rate: Unit:		DOD ID:	
Navy	<input type="checkbox"/> Army	DoD Civilian					
Are you currently represented by a civilian attorney or have you seen a Military Legal Assistance Attorney before?							Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what is the attorney's name?							
Have you received services from this Legal Assistance office before?							Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what services did you receive?							

ADVERSE OR OPPOSING PARTY INFORMATION ***THIS MUST BE FILLED OUT***

First Name		Middle Name		Last Name		Maiden Name (if applicable)	
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-OR-

Name of Business:							
Street Address:				City:		State:	
						Zip:	

CONSENT TO DISCLOSE CONFLICT

If an opposing party is entitled to Legal Assistance and comes into our office, we cannot represent that person if you have formed an attorney-client relationship here. It will then be necessary to tell the opposing party or any conflicted party that this office represents you and cannot represent them. Do you consent to this office disclosing that we represent you?							Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature: _____ Date: _____							

FOR OFFICE STAFF ONLY

ID CARD SCREENED <input type="checkbox"/> CONFLICT CHECKED <input type="checkbox"/>		If Conflicted: Client was referred to:	
CLERK NAME:		By Clerk: DATE:	

What issue will you be discussing in your appointment? Check all that apply and circle applicable issues.

- ADOPTION OR NAME CHANGE**
- CONSUMER ISSUE:** Auto or other purchase or sale, auto/house repair, credit or collection problem, bankruptcy
- DOMESTIC RELATIONS:** Support; custody; guardianship; divorce; annulment; paternity
- IMMIGRATION:** Naturalization; citizenship; resident permit; visa; employment
- MILITARY RIGHTS & BENEFITS:** Servicemembers Civil Relief Act; Uniformed Services Employment and Reemployment Rights Act; Other
- POWER OF ATTORNEY:** Includes Health Care Surrogate
- REAL ESTATE OR LANDLORD TENANT:** Purchase/Sale; lease; rental; security deposit; eviction
- TAX:** Income, sales, intangible, property, ad valorem. If it is to prepare a return during the tax season, go to the Tax Center
- WILLS OR ESTATE PLANNING:** Wills, living Wills, trusts, Medicaid, elder law, estate tax, probate
- CRIME VICTIM ASSISTANCE:** Need referral to Victims' Legal Counsel
- OTHER ISSUE:** (explain) _____

Please provide a summary of your legal situation:

What are the goals you are looking to achieve with the Legal Assistance Attorney?
