



Intake Information Sheet

Please read this sheet before completing the attached form.

Thank you for expressing interest in our services.

- ∫ Please provide all the requested information. We must have this information in order to properly evaluate your situation, and see whether we can be of help.
- ∫ If you do not understand certain words or questions, first refer to the glossary on the last page of this form. All words marked with an * are defined in the glossary. If you still need help, contact our office at (510) 601-1300.
- ∫ If you do not remember your criminal history information, for a fee we can help you get the necessary information from the FBI or State Department of Justice.
- ∫ If there is not enough space for you to answer a question completely, please continue your response on a separate page, and include it when you submit the form.
- ∫ Please make additional copies of the Conviction Information Sheet (Page # 3) in order to provide a separate sheet for every one of your criminal cases.
- ∫ All the information that you provide on this form is confidential, and will not be released to anyone without your permission.

For EACH criminal case, please send copies of the following documents, if available:

1. The charging paper (i.e., complaint, information, etc.)
2. The police report
3. The state and / or FBI rap sheet

If you have already been convicted or have pleaded guilty or no contest to a crime, please send copies of the three documents listed above PLUS the following, if available:

4. The docket or minutes from the plea and sentence
5. The reporter's transcript of the plea and sentence
6. Any waiver of rights form signed by the defendant
7. The probation report

Once you have completed the Intake Form, fax it to us at (510) 595-6772, or mail it to us at : 6333 Telegraph Avenue, Suite 200, Oakland, CA 94609.

1. Consultation: If, after reviewing the form we recommend a consultation, we will contact you to schedule an appointment. A consultation in person at our office is up to 1½ hours as necessary. By telephone it is up to one hour. Please do not come to our office without an appointment.
2. For further information on our office, the services we offer, the immigration consequences of criminal cases, and how to clear convictions from your records, visit our website at:

www.CriminalandImmigrationLaw.com

Email: Consult@CriminalAndImmigrationLaw.com

Law Offices of Norton Tooby
6333 Telegraph Avenue, Suite 200
Oakland, CA 94609-1359
(510) 601-1300 PHONE
(510) 595-6772 FAX



Intake Form

Contact Person Information

1. Today's Date ____/____/____	2. Your Name (LAST, FIRST)	3. Your Relation to Client*:
4. Your Home Phone Number: ()	5. Your Contact Phone Number: ()	
Client* Information (Client = person who has an immigration problem because of a criminal case)		
6. Client's Name (LAST, FIRST)	7. Who referred you to our office?	
8. Client's Home Phone Number: ()	9. Client's Contact Phone Number: ()	
10. Address (Street address) (Apt. No.) (City) (State) (Zip Code)	11. Client's Immigration File Number: A _____	
13. Client's Occupation	12. What language(s) does the Client speak?	
	14. Client's Current Employer	

Client's Current Criminal and Immigration Situation

15. You are currently:	<input type="checkbox"/> Not in Custody	Correctional Facility (Name)	(County)	(State)
	<input type="checkbox"/> In Criminal Custody →			
	<input type="checkbox"/> In Immigration Custody →			
16. If you are currently in criminal custody, what is the scheduled release date? _____/_____/_____				
17. What is your country of citizenship?			18. In what country were you born?	
Are you currently in deportation or removal proceedings? <input type="checkbox"/> No <input type="checkbox"/> Yes → Next Court Date: _____/_____/_____				
19. Are you married?	<input type="checkbox"/> No <input type="checkbox"/> Yes →	How many years?	Immigration Status* of Spouse:	
20. Do you have any children?	<input type="checkbox"/> No <input type="checkbox"/> Yes →	How many?	Immigration Status of Children:	
21. Do you have any other immediate relatives in the U.S.?	<input type="checkbox"/> No <input type="checkbox"/> Yes →	How many?	Immigration Status of Immediate Relatives:	
22. Is/was your mother a United States Citizen*?	<input type="checkbox"/> No <input type="checkbox"/> Yes →	<input type="checkbox"/> By Birth <input type="checkbox"/> Naturalized* to become a U.S. Citizen on the following date →	_____/_____/_____	
23. Is/was your father a United States Citizen*?	<input type="checkbox"/> No <input type="checkbox"/> Yes →	<input type="checkbox"/> By Birth <input type="checkbox"/> Naturalized to become a U.S. Citizen on the following date →	_____/_____/_____	
24. Does the client own or is the client in the process of buying a home or business in the U.S.? <input type="checkbox"/> No <input type="checkbox"/> Yes → Briefly describe:				
25. Do you currently have an immigration attorney?	<input type="checkbox"/> No <input type="checkbox"/> Yes →	Name:	Phone ()	
26. Do you currently have a criminal defense attorney or public defender?	<input type="checkbox"/> No <input type="checkbox"/> Yes →	Name:	Phone ()	
27. Briefly describe the immigration problem you are having.				

Immigration Chronology

28. Date of Birth ____/____/____	29. With what documents did you first enter the U.S., if any?	
30. Date of First Entry Into the U.S. ____/____/____	31. What is your current immigration status? (Please select one of the following) <input type="checkbox"/> Undocumented <input type="checkbox"/> Visa Holder → Type: _____ <input type="checkbox"/> Legal Permanent Resident* (Green Card Holder) <input type="checkbox"/> Other → Please Describe: _____ <input type="checkbox"/> Work Permit* Holder	
32. Date you obtained your current immigration status* ____/____/____	34. Reason you appeared in Immigration Court	
33. Date(s) you appeared in Immigration Court (if applicable) ____/____/____ ____/____/____	35. Date you were ordered deported by Immigration Judge (if applicable) ____/____/____	
36. Date you received a Waiver of Deportability (212(c))* or Cancellation of Removal* or Suspension of Deportation* (if applicable) ____/____/____		
37. List the date of departure, date of return, and purpose of <u>each</u> trip exceeding 90 days out of the U.S. since your first entry. (Date of Departure) (Date of Return) (Purpose of Trip)		
____/____/____	____/____/____	
____/____/____	____/____/____	
____/____/____	____/____/____	
____/____/____	____/____/____	

FIRST CONVICTION* (If you have more than one conviction, start with the oldest and end with the most recent.)

38. Date Offense* Committed ____/____/____	39. City and State of Arrest*	40. County of Arrest
41. Please give a brief description of the events that led to your arrest, and list all charges* brought against you. 		
42. What court did you appear in? <input type="checkbox"/> Municipal Court <input type="checkbox"/> Federal Court <input type="checkbox"/> Superior Court <input type="checkbox"/> Other → Type of Court: _____		
43. Date of Plea* / Verdict ____/____/____	Please select one: <input type="checkbox"/> Guilty Plea <input type="checkbox"/> No Contest Plea <input type="checkbox"/> Convicted by Trial* → <input type="checkbox"/> Jury Trial <input type="checkbox"/> Court Trial	
44. Please list <u>all</u> the charges of which you were convicted, and include the Penal Code or Statute* number for each charge. (Name of Offense) Statute* (Code Number)		
EXAMPLE: Petty Theft PC 484(a)		
Count 1:		
Count 2:		
Count 3:		
Count 4:		
Count 5:		
45. Date of Sentence* ____/____/____	46. What was your sentence? (Please include length of probation and parole.)	
47. Where did you serve your time? <input type="checkbox"/> County Jail <input type="checkbox"/> State Prison	48. How much time did you actually serve in custody?	
49. Did you appeal* your conviction? <input type="checkbox"/> No <input type="checkbox"/> Yes →	What was the result of your appeal?	
50. Did you complete probation or parole without a violation? <input type="checkbox"/> No → <input type="checkbox"/> Yes	If you violated probation or parole, please fill out a separate Conviction Information sheet for the violation.	

Glossary of Terms (words are indicated in form with an * the first time the word appears)

Appeal: Taking your case from the trial court to an appellate court to try to get a conviction overturned because of a mistake

Arrest: Being placed in custody or in jail by the police

Cancellation of Removal: An immigration court order preventing removal even if the immigrant is removable

Client: The person who is facing an immigration problem because of a criminal case who is seeking our help

Charge: An accusation that you committed a crime in violation of a specific criminal law defining a criminal offense

Conviction: A verdict or finding that you are guilty of a certain crime

Immigration Status: The legal basis on which you are present in the United States

Legal Permanent Resident or LPR: A person who has received a green card or "mica" from the Immigration and Naturalization Service granting official permission to live legally in the U.S. on a permanent basis

Naturalized: Granted U.S. citizenship after applying for it and passing screening, interviews, and being sworn in as a citizen

Offense: A crime defined by a particular criminal law or statute

Plea: An official statement in court by a criminal defendant that he or she is guilty of crime, or chooses not to contest the crime

Sentence: The punishment given to a person found guilty of a crime by the court

Statute: The state law that defines the crime committed and the punishment

Suspension of Deportation: An immigrant court order avoiding deportation

Trial: A court hearing before a judge or jury to decide the guilt or innocence of a person charged with committing a criminal offense, at which witnesses normally testify about what has happened

Undocumented: A person present in the U.S. without any permission or documents from the government

U.S. Citizen: A person who was born in the U.S., or whose parents are U.S. Citizens, or who was granted U.S. citizenship by naturalization

Visa: Official statement of the U.S. government granting a person permission to enter and be present in the U.S.

Waiver of Deportation (212 (c) Relief): An immigration court order preventing deportation under former law even if the immigrant is deportable

Work Permit: U.S. government permission given to a person who is not a citizen of the U.S. allowing him or her to work in the U.S.