

RIAC LEGAL ASSISTANCE INTAKE FORM

PLEASE SUBMIT THIS FORM ALONG WITH THE REQUESTED SUPPORTING DOCUMENTATION
by email to RIAC2@ocgov.net or fax (315)356-5795.

Date of request: _____

Attorney Information:

Attorney Name: _____

Affiliation: Public Defender Assigned Counsel Legal Aid Conflict Defender Pro Bono
 Other _____

Contact numbers: (office) _____ (cell) _____ (fax) _____

Email address: _____

County: Broome Chemung Chenango Cortland Delaware Herkimer Jefferson
 Lewis Madison Oneida Onondaga Oswego Otsego Schuyler Tioga
 Tompkins Other/Conflict _____

Nature of the Case: CRIMINAL FAMILY APPEAL Other _____

Client Information:

Client Name: _____ DOB: _____ Age: _____

Country of Birth: _____ Primary Language of Client: _____

Interpreter Used: YES NO Agency used/contact number? _____

In Custody? YES Where? local/state custody? federal custody? NO ROR? Bail/Bond?

Date of Admission/Entry into US: _____ Client's Alien #: _____

Current Immigration Status: LPR/Green Card Refugee Asylee Non-Immigrant Visa
 Immigrant Visa TPS (temporary protected status) Cuban
 Other (DACA, Order of Supervision) Undocumented

Original Entry into United States: Refugee Immigrant Visa Cuban Undocumented
 Non-Immigrant Visa (Student, Worker)

****PLEASE SUBMIT COPY OF CLIENT'S IMMIGRATION DOCUMENTATION (front and back)****

Please list all family members in the United States along with their immigration status:

Spouse: _____ Parent: _____ Parent: _____
Child: _____ Child: _____ Child: _____
Sibling: _____ Sibling: _____ Grandparent: _____

Any Pending or Prior Removal Proceedings? YES If yes, next/last court date: _____ NO
Explain Grounds and Outcome: _____

Does Your Client have an Immigration Attorney? YES NO If so, name and contact phone or email: _____

Case Information – CRIMINAL COURT PROCEEDINGS

Court where case is pending: _____

Next court date: _____

Stage of Proceedings at time of this Request: Arraignment Pretrial Report on Offer
 Post Indictment Hearing(s) Calendar Preparing for Trial Pre-Sentence Post Plea/Trial

Charges (Please provide specific subdivision of each charge):

_____ § _____
_____ § _____
_____ § _____
_____ § _____

****PLEASE SUBMIT COPY OF CHARGES & SUPPORTING DOCUMENTS****

Any Co-defendants? YES: names: _____ NO

Is there an Offer? YES: list with specific subdivisions and sentence: _____ NO

****PLEASE SUBMIT COPY OF WRITTEN PLEA OFFER, IF ANY****

Any Prior Convictions or Arrests? YES: list with specific dates, crimes, pleas and sentences NO
_____ § _____
_____ § _____
_____ § _____
_____ § _____

****PLEASE SUBMIT COPY OF CRIMINAL HISTORY ****

Case Information – FAMILY COURT PROCEEDINGS

Next court date: _____

Type of Case Pending? Custody Neglect Family Offense Paternity Other _____

****PLEASE SUBMIT COPY OF PETITION & SUPPORTING DOCUMENTS****

Name of opposing party AND relationship to client: _____

Immigrant status of opposing party (if known): US Citizen Non-Citizen: Country: _____

Opposing Party Attorney (if known): _____ Any temporary or final order in effect?
 YES, **please provide a copy!** NO

What issues are to be resolved in this case? _____

What are your client's primary objectives for the outcome? Resolve Family Matter Stay in the U.S.

Is there a proposed disposition/settlement? YES, please list below. NO

