

Wait Time Walk-In Number

For Office Use Only: Time of App't _____ Time Arrived _____ Time Intake Form Returned to Clerk _____
 Time Seen by Atty _____ Case Atty _____ Case Paralegal/LN _____

LEGAL ASSISTANCE CLIENT INTAKE QUESTIONNAIRE

FOR OFFICIAL USE ONLY – PRIVACY ACT SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties. **PRIVACY ACT STATEMENT:** AUTHORITY 5 U.S.C. 301 & 44 U.S.C. 3101 DoD ID NUMBER PRINCIPAL PURPOSE(S): Information is to monitor the caseloads in legal assistance office. **ROUTINE USE (S):** Information provided is used to assign cases and monitor legal assistance attorneys and assigned clerical personnel.

MANDATORY/VOLUNTARY DISCLOSURE, CONSEQUENCES OF REFUSAL TO DISCLOSE: Disclosure of DoD ID Number is voluntary and there will be no adverse consequence from refusal to disclose; however, an individual may be requested to establish eligibility for legal assistance by other means (e.g., production of military identification). Refusal to establish eligibility may preclude the requested assistance. Disclosure of all other requested information is voluntary, but failure to provide such information may limit this Command's ability to provide assistance.

1. Your Name (Last, First, Middle):		2. DoD ID Number:	
3. Gender: (check) M F	4. Date of Birth: DD ____ MMM ____ YYYY ____	5. Eligibility: (Check) <i>Office Staff: Reference JAGMAN Ch. 7 for details on legal assistance eligibility and consult with your supervisor</i>	
6. Service Branch of Yourself or Sponsor: (check) USN USA USAF USCG USMC DOD		Active Duty Retiree Reservist (inactive/drilling) 20/20/20 Spouse DOD Civilian	Dependent of Active Duty Member Dependent of Retiree Dependent of DOD Civilian (overseas only) DOD Contractor (overseas only)
7. End of Active Duty Service Obligation: DD ____ MMM ____ YYYY ____		8. Pay Grade:	9. Rank/Rate:
10a. Command:		10b. Do you have operational commitments in the next six months? <small>This includes deployments, TAD, and/or PCS</small> <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. YOUR Current Home or Mailing Address:			
		City:	State:
		Zip:	
12a. Home Telephone: (____) _____		12b. Cellular: (____) _____	
12c. Work: (____) _____		13a. Email Address: _____	
14a. Spouse's Name (Last, First, Middle):		14b. DoD ID Number (if known):	14c. Spouse's Maiden Name:

15. Have you hired a civilian attorney relating to the legal issue(s) to be discussed today?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Have you previously met with any military attorney relating to the legal issue(s) to be discussed today?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Are you seeking services relating to a pending Civilian Administrative Forum? (OCONUS only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Are you seeking services because you are a victim of a crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Are you seeking services because you are a victim of domestic violence or assault of any kind involving a service member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. PROVIDE INFORMATION ABOUT THE PERSON/BUSINESS WITH WHOM YOU HAVE A LEGAL DISPUTE/ISSUE	
<small>For divorce/child custody and support/paternity issues, it's your spouse/the other parent. For housing issues, it's usually the landlord. For consumer fraud/abuse and identity theft, it's the person/company committing the fraud/abuse/theft, etc.</small>	
Full Name: (Last, First, Middle)	(Maiden, if applicable) Date of Birth, if known:
	DD ____ MMM ____ YYYY ____
Address:	Military: <input type="checkbox"/> Yes <input type="checkbox"/> No

21. What issues will you be discussing during your appointment?

Please turn this form over and check all applicable legal categories in the client use boxes.

Your Signature _____ Date _____

For Office Use Only: ID CARD SCREEN _____ INITIAL CONFLICT CHECK _____ ATTY CONFLICT CHECK _____
 FILE CREATED _____ CL & OP ENTERED INTO CMTIS _____ SERVICES ENTERED INTO CMTIS _____

Client Use ✓	LEGAL ISSUE	Atty Use: Record Time	Client Use ✓	LEGAL ISSUE	Atty Use: Record Time
	Wills/Estate Planning			Naturalization/Immigration (Personal Citizenship)	
	General Estate Planning Advice/General Probate Advice; No Documents Drafted			Naturalization - Active duty or veteran	
	Tax-Related Estate Planning Issue			Immigration - Dependents	
	<u>Simple Wills</u>			Military Rights/Benefits	
	Will			SCRA	
	Living Will (medical)			Credit Bureau Deployment Alerts	
	Health Care POA/Advance Directive			MSRRA	
	DPOA (financial)			Retiree/VA Benefits	
	Trust for minors			Survivor Benefits Program	
	DD 93			USERRA	
	SGLI beneficiary designation			UFSPA including CHCBP	
	<u>Complex Wills</u>			Consumer Fraud/Abuse	
	Credit Shelter Trust			Auto fraud	
	DCS trust			Door to door sales violations	
	Marital deduction trust			Identity theft	
	Qualified domestic trust			Lending fraud	
	Qualified terminable interest trust			Mortgage fraud	
	Special needs trust			Deceptive acts and practices violations	
	Will Execution			Creditor/Debtor	
	Non-Support			Bankruptcy/Credit Counseling	
	Alimony (spouse/domestic partner)			Debtor counseling/security clearance	
	Child			Defendant in Collection Suit	
	Divorce/Separation			FCRA/FDCPA	
	Custody			Lemon law counseling	
	Guardianship			Predatory Lending	
	Child Custody/Child Protective Services			Bank debit card fees/overdraft fees/prepaid credit card fees	
	Conservatorship/ Adult protective services			Cash advances	
	Adoption			Pay day loans	
	Paternity			Title loans	
	Name Change			Power of Attorney	
	Property/Landlord Tenant			Advice Only	
	Foreclosure/Short Sale (Tenant Only)			Advice & Drafting	
	Landlord-Tenant Dispute			Tax Law	
	Lease Review - tenant or AD landlord			Advising about an IRS notice	
	Real Estate Purchase Contract Review			Advising about a State Tax notice	
	Foreclosure/Shortsale Advice			Domestic Violence/Assault	