

RIAC LEGAL ASSISTANCE INTAKE FORM:

CRIMINAL CASE

PLEASE SUBMIT THIS FORM ALONG WITH THE REQUESTED SUPPORTING DOCUMENTATION by email to RIAC2@ocbaacp.org

DATE OF REQUEST: _____

ATTORNEY INFORMATION: Attorney Name: _____

CONTACT numbers: (office/cell) _____ Email address: _____

AFFILIATION: Public Defender Assigned Counsel Legal Aid Conflict Defender ProBono Other: _____

COUNTY: Broome Chemung Chenango Cortland Delaware Herkimer Jefferson Lewis

Madison Oneida Onondaga Oswego Otsego Schuyler Tioga Tompkins Other/Conflict: _____

NATURE OF THE CASE: CRIMINAL APPEAL OTHER: _____

CLIENT INFORMATION: Client Name: _____ DOB: _____ Age: _____

Date of Admission/Entry into US: _____ Client's Alien # (9-digits): _____

FEMALE MALE NON-BINARY Class of Admission into US (e.g. RE8, IR6, B-1/2, F-1): _____

Country of Birth: _____ Primary Language of Client: _____

Interpreter Used: YES NO Name of Agency used/contact #: _____

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

CURRENT Immigration Status: LPR/Green Card Refugee Asylee Immigrant Visa Non-Immigrant Visa (Visitor/Student/ Worker) TPS (temporary protected status) Cuban DACA ICE Order of Supervision Undocumented (Entered the U.S. illegally) Other

ORIGINAL Entry into United States: Immigrant (Permanent Resident) Visa Refugee Cuban paroled into US Non-Immigrant Visa (Student/ Worker) Other Undocumented (Entered without inspection)

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

Please list all family member NAMES in the United States AND their immigration status AND how long they have been in the U.S.

Any Pending/Prior Removal Proceedings? YES If yes, next/last court date: _____ NO

If prior removal proceeding, explain charges (grounds for removal) and outcome: _____

Name of Attorney or Organization that Represented during Immigration Court: _____

Does Your Client have an Immigration Attorney (current or previously)? YES NO

If YES, Name and contact phone or email: _____

Has your client ever been in any type of trouble with immigration (arrested by ICE, put into removal proceedings, or denied entry to the United States)? YES (when, where, what happened) _____ NO

Does your client have any pending applications with USCIS or planning to file any applications in the near future? YES, please specify: _____ NO

Has your client in the past ever applied for any type of immigration benefit? (for example, a work permit, asylum, a green card)? YES (when, where, approved, denied and if so, why) _____ NO

Has your client ever been arrested or convicted ANYWHERE of any offense relating to marijuana or cannabis, including using drug paraphernalia relating to marijuana or cannabis? YES NO
If YES, please provide date(s) and disposition(s): _____

Has your client ever admitted using marijuana or cannabis to a government official (e.g., probation officer, parole officer, CPS worker, social worker, USCIS, ICE or CBP officer or on an application of any kind)? YES If yes, please explain below: _____ NO

Has your client ever had any arrests or convictions related to marijuana or cannabis vacated and/or expunged? YES If yes, please explain below: _____ NO

Is the complainant in a "domestic" relationship to your client? (spouse, partner, household mem., Boyfr., girlfr., child, parent, etc.) YES (if yes, what is the relationship?) _____ NO

Was there a child involved in the incident in any way? YES NO

Is there an Order of Protection in effect against your client? YES (Please provide a copy) NO

Is there any evidence your client has a substance abuse disorder? YES NO

Does client have any mental health issues? YES NO

Any alleged gang affiliation? YES NO

CASE INFORMATION:

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 proposed sentence:

_____ NO

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

- Any Prior Convictions or Arrests (including out of state convictions)? YES: NO

****PLEASE SUBMIT A COMPLETE COPY OF CRIMINAL HISTORY ****

(REV 06/2023)

