

Habeas Comprehensive Intake Form

Date of Intake:	
Attorney Name:	
Detention Facility and Address:	

Disclaimer (Read to Prospective Client):

We do not represent you at this time. However, your information is confidential and will not be shared without your permission except with other attorneys and staff I am working with. They also will not share your information. We would like to know more about your case to see if we may be able to help you.

Prospective Client Information

Full Name	
Preferred Name	
Gender	
A Number	
Country of Birth	
Any other countries with legal status?	
Date of Birth	
Detention Facility	
Facility Address	
Name of Deportation Officer assigned to the case	
Date taken into Custody and Length of Detention	
How were they detained?	

Family Information

Names of minor children?	
Name of Spouse?	
Where does family live?	
Any family members located in the U.S.?	
What is the immigration or citizenship status of each family member?	
Any medical concerns with family members?	
Family contact info?	
Permission to contact?	

Immigration History

Do they have an immigration attorney or did they previous have an immigration attorney?	
If so, name, firm/org, and contact information? Permission to contact?	
When did they most recently enter the U.S.?	
Where?	

<p>How?</p>	
<p>Have they entered the U.S. previously?</p> <ol style="list-style-type: none"> a. If so, when? b. Where? c. How? d. How many times? e. What happened as a result of those entries? f. When did they leave the U.S. following those entries? 	
<p>Are they in active immigration proceedings?</p> <ol style="list-style-type: none"> a. Is there a pending application? If so, what? b. Have they filed any other applications? 	
<p>If they are in immigration proceedings, what is the status of the proceedings?</p> <ol style="list-style-type: none"> a. What status are they requesting? b. Did they receive a NTA? c. Have they had any hearings before a judge? <ol style="list-style-type: none"> i. When was the hearing(s)? ii. What type of hearing(s)? MCH, merits, bond, etc? d. Do they have any upcoming hearings? When? 	

<p>Do they have an order of removal?</p> <ol style="list-style-type: none"> a. If so, did they appeal? b. When? c. To which court(s)? BIA, Circuit Court? d. Is appeal pending? 	
<p>If an application for relief (i.e. asylum) is pending, what is the general overview of that claim for relief?</p>	
<p>Have they ever been granted any immigration status?</p> <ol style="list-style-type: none"> a. If so, what status? b. When? 	

Detention History

<p>When was the individual taken into custody by ICE for this detention period?</p> <ol style="list-style-type: none"> 1. How? 2. Where? 3. Why? 	
<p>Any other previous detention facilities or transfers?</p>	
<p>Any previous detention periods, before the current one?</p>	

<p>Have they received any documents from ICE in detention?</p>	
<p>Has ICE said anything about their detention, immigration case, or removal?</p> <p>a. Has ICE mentioned any plans to remove them to their country of origin?</p>	
<p>Has the individual been advised of potential third country removal? If so, where?</p>	

Conditions of Detention

<p>Any issues to mention about conditions in detention? Problems with the guards, other detainees, food, water, health, hygiene, access to counsel, etc?</p> <p>[Note that counsel may not be able to do anything about these issues, but can be helpful to ask to gather pertinent information, hear the individual out and express sympathy for their situation.]</p>	
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Bond History

<p>Have they received a bond hearing?</p> <p>a. If yes, when?</p> <p>b. What was the outcome?</p>	
<p>Was a bond appeal filed?</p> <p>a. If yes, when?</p> <p>b. What was the outcome?</p>	

Criminal History

<p>Do they have any criminal convictions?</p> <ul style="list-style-type: none">a. What was the conviction?b. When were they convicted?c. Where were they convicted? In which court?d. Sentence Completion Date	
<p>Are there any pending criminal charges?</p>	
<p>List all criminal history in US or abroad.</p>	

Personal History

<p>If the individual lived in the US non-detained, where did they live?</p> <ul style="list-style-type: none">a. For how long?	
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<p>Did they work?</p> <ul style="list-style-type: none"> a. Did they have a work permit? b. Where did they work, and when/for how long? 	
<p>Any other community affiliations (faith-based organizations, etc)?</p> <ul style="list-style-type: none"> a. Gather those details if applicable. b. Anything else to comment on their community membership? LGBT? Indigenous? Religious? 	

Medical History

<p>Does the individual have any medical conditions?</p> <ul style="list-style-type: none"> a. Are there any conditions that are particularly emergent or require ongoing treatment? <p>[Note that counsel may not be able to do anything about these issues, but can be helpful to ask to gather pertinent information, hear the individual out and express sympathy for their situation.]</p>	
<p>Prior to detention, were they receiving any regular medical or mental health treatment?</p>	
<p>Are there any mental health concerns?</p>	

<p>Are they receiving prescribed medications?</p> <ul style="list-style-type: none"> a. Which ones? b. How frequently? c. Is ICE refilling all medications/providing medication consistently? 	
<p>Have they been seen by a doctor in detention?</p>	

Additional Case Information

<p>Has there been any news coverage on the person?</p> <ul style="list-style-type: none"> a. If yes, describe. 	
<p>Have they been involved in any additional litigation? (e.g. class representation like ACLU-AEA class rep and DVD class rep; other legal actions)</p> <ul style="list-style-type: none"> a. If yes, describe. 	
<p>Additional concerns/sensitivities about case (e.g. any vulnerabilities or special allegations like AEA allegations)</p>	
<p>What does the detainee want?</p> <ul style="list-style-type: none"> a. To be released in the US? b. To fight their immigration case? c. To go to their home country? d. Something else? 	