

Length of phone call:
Start _____
End _____

Today's Date _____

INTAKE QUESTIONS(rev. 02/04)

- 1) *New Caller - GIVE THEM THE CAUTION* Referred by _____
 Have Used Us Before *Call Back* *Returning my Call*
- 2) *Do you have a lawyer?* No Yes *Entered* *Pro Se Advice*
- 3) *What kind of case do you have?*
 Divorce *Modifying -* *Custody* *Visitation* *Support* _____
 Custody *Modifying -* *Custody* *Visitation* *Support* _____
 Dissolution *Modifying -* *Custody* *Visitation* *Support* _____
 CSED *Admin Order* *Default Case* *Using their Services* _____
CSED# _____ Amount on going _____ Arrears _____
State Ordered _____ Date of Order _____
- Other** _____
- 4) *Person who we are speaking to?* _____ *What is your zip code?* _____
- 5) *Do you have any children?* *Who has kids?* Mom Dad
How many: _____ *Mom/Wife Lives* _____ PI Def
Ages: _____ *Dad/Husband Lives* _____ PI Def
How many are part of this case? _____
- 6) *Are you or the other Party with the Military?* Active Retired Dependent Reserve N/A
If yes, have you contacted the legal assistance office for assistance? Yes No
- 7) *Have you ever had a Tribal Court case?* No Yes, where _____ (*get other form*)
Are you a member of a tribe? No Yes, name of tribe _____
- 8) *Has there been a history of violence between you?* No Yes *Do you have a safety plan?* No Yes
Have you filed anything with the court? No Yes - Active Expired Which court _____
- 9) *Is there an emergency of any kind that you need that you need the court to do something about?*
 Yes No
- 10) *Has your case been filed?*
 No Thinking about filing, if so at what courthouse? _____
Options: Website Divorce/Custody Class Send Disso/Complaint Packet Set Appt Now
 Yes, if so where _____
 Just filed – Options: Now Appt Materials: Web Send Forms
 Just served What day were you served? _____
Options: Now Appt Materials: Web Send Answer Packet
 Midstream – Options: Now Appt Materials: Web Send Forms
 Just about to go to trial – Options: Now Appt Materials: Web Send Forms
 Just after trial – Options: Now Appt Materials: Web Send Forms
 Post-Decree Modification – Options: Now Appt Materials: Web Send Forms
- 11) *Internet Access* Yes No
- 12) *Referrals* _____
- 13) *Items Sent* _____
by E-mail _____ Fax _____ Mail _____
Name/Address: _____

