



General Intake Form

1. Client Information

Full Legal Name:

Date of Birth:

Phone Number:

Email Address:

Current Address:

Preferred Language:

2. Type of Service Requested

- Certified Translation
- Translation + Notarization
- Apostille Coordination
- Immigration Document Preparation Assistance
- Court Filing Assistance
- Notary Services Only
- Other: _____

3. Immigration Matter (if Applicable)

Type of Filing:

- Adjustment of Status
- Naturalization



- Family Petition
- Work Authorization
- Asylum
- Removal Defense (only an attorney can represent you in the court of law)
- Other: _____

Have you consulted an attorney regarding this matter?

- Yes
- No
- I am currently represented by an attorney

Attorney Name (if applicable):

4. **Court Filing Assistance** (if applicable):

Court Type:

- County Court
- Circuit Court
- Federal Court
- Family Court
- Small Claims:
- Other: _____

Case Number (if known):

Are you requesting document preparation only?

- Yes
- No

5. **Translation Section** (if applicable)

Language From:

Language to:



Will this translation require notarization?

- Yes
- No
- Unsure

Will this translation be used for apostille service?

- Yes
- No
- Unsure

Deadline Requested:

6. Service Scope Acknowledgement

By signing below, I acknowledge that:

- S.E.A. Legal Aid is not a law firm.
- S.E.A. Legal Aid does not provide legal advice.
- Immigration and court document preparation services are limited to clerical assistance and document organization.
- I am responsible for reviewing all documents before submission.
- Translation services do not automatically include notarization unless requested.
- Apostille processing requires additional fees and time.

Client Signature: _____

Client Printed Name: _____

Date: _____

“SEA LEGAL AID is not an attorney or law firm that is licensed to practice law in the State of Florida and may not give legal advice or accept fees for legal advice”.