



## **Criminal Law Questionnaire**

The purpose of an initial consultation with **Henry-Taylor Law, PC** (“Us, We, Our”) is for Us to advise you, the *prospective* client what, if anything, may be done for you, and what the minimum fee therefore will be. *The purpose is not to render a definitive legal opinion* as it may be impossible to fully assess a matter within the time frame allotted for a consultation or with the information or documents that you may be able to provide at the initial consultation.

**One of three outcomes is possible following your consultation:**

- A. You desire to have Us represent you and We desire to represent you;**
- B. We decline representation; or**
- C. You decide not to use Our services.**

It is important to note that even if, after the initial consultation, you desire to have Us represent You and We desire to represent You, Our actual representation of you does not begin until both parties have signed the Engagement Letter, a separate document which sets forth the specific terms and conditions of Our representation.

**Note: The following questions will help Us to understand the reason for your visit today. Your responses are protected by attorney/client privilege and will be held in strict confidence.**

## **IMPORTANCE OF MAINTAINING CURRENT CONTACT INFORMATION**

While it is impossible to predict the course of a representation, it may be important for Us to contact you immediately, or upon short notice, to confer with you regarding the status of your case. An inability to do so may result in your case being prejudiced and detrimentally affect the outcome of the case. Accordingly, you agree to keep Our office informed of your current address, telephone number and whereabouts. If you leave town, for example, to travel on business or vacation, please notify Our office before leaving of the expected duration of the trip and how We may contact you while you are away.

## **EMAIL COMMUNICATION**

Many attorney-client communications via email involve relatively innocuous information and do not present a great concern even if they are received or read by someone other than you. On the other hand, any communication from an attorney that can be accessed by others may be of concern in some situations. Please think carefully about your email process. Do individuals who are not parties to this matter have access to your email? For example, if emailing from home or a smartphone, does someone else have access to the computer/smartphone from which you send/receive your email or to your email account? Is your email account password-protected? If emailing from work, does your employer reserve the right to view all email traffic on its servers? Most do. Note that any unprotected access to email communications between you and Our attorneys may raise issues of whether the attorney-client privilege was waived, and if so, the communication may be available for review and use by the adverse party.

Anytime you communicate via email with one of Our attorneys, include only the attorney in the communication. DO NOT “cc” or “bcc” other parties to the action, adverse counsel, judges, family, friends, relatives, or ANYONE else.

## **USE OF SOCIAL MEDIA (e.g., Facebook, Twitter, Blog)**

Information currently on your social media site may potentially have an impact on your case, either positively or negatively. Information you place on your social media site in the future may also potentially affect your case. Generally, it is NOT advisable to discuss your case, including but not limited to the merits or details, the opposing party, counsel, the judge, witnesses, and the like, in any open forum. NEVER discuss with ANYONE, or disclose in any manner, discussions We have with you regarding your case, whether on a social media site or in any setting. Please review your social media sites promptly. If you have any questions regarding how a prior entry or posting may potentially affect your case, please feel free to discuss the issue with Us as soon as possible.

**Date:** \_\_\_\_\_

Your Name: \_\_\_\_\_

Alias: \_\_\_\_\_

Age: \_\_\_\_\_ Year of Birth: \_\_\_\_\_

Where are you living now, and what is your phone number?

Address: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

Mailing address if different: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Social Media Addresses: \_\_\_\_\_

## Background

Charges filed against you:

\_\_\_\_\_

Court in which the charges are filed:

Next Court proceeding/date \_\_\_\_\_

Judge \_\_\_\_\_

Mental Health or Drug and Alcohol History:

Warrant(s) \_\_\_\_\_

Detainer(s) \_\_\_\_\_

## YOUR FAMILY:

Marital Status: \_\_\_\_\_

If married or living together, list name of spouse or partner:

\_\_\_\_\_

Do you have children or stepchildren:    YES    NO

If you have children or stepchildren, **who live with you**, for each child, list the child's name, date of birth, relationship, and name of the other parent:

Alternative Contact:

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Relationship \_\_\_\_\_

If you have children **who do not live with you**, list the child's name, date of birth, name of the other parent, and who has custody/guardianship of the child:

▶ If you are not a U.S. citizen, a criminal conviction could lead to your removal from the United States.

Are you a U.S. Citizen:  YES  NO

If you are not a U.S. citizen:

What is your immigration status:

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How long have you been in the United States:

Have you ever been removed from the U.S. or been refused admission at the border:  YES  NO

If yes, where and for what crimes:

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### **YOUR CRIMINAL RECORD:**

▶ Have you even been convicted of a crime before these charges were filed?  YES  NO

If you have been convicted of a crime before, please list every conviction you have ever had, the date of conviction, and the court you were convicted in. Please include convictions in other states, in the military, or in other countries.

Please also include any juvenile cases, but mark them as juvenile offenses. Also include any sealed dispositions, in a diversion program, even if you successfully completed probation and the crime does not appear on your record.

If you have not been convicted of a crime before, is this the first offense you have been charged with:

YES  NO

Are there any other charges against you now in any other courts:  YES  NO  MAYBE

If there are possibly other charges against you in any other courts, are any of those charges felony charges:  YES  NO List the charges and the courts they are in:

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Are you currently on probation:  YES  NO

Are you currently on parole:  YES  NO

List the conviction(s) that resulted in probation or parole, when you were first placed on probation or parole, and when you are scheduled to be released from probation and parole.

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► Your arrest, even without a conviction, may result in a violation of your probation or parole. You also are required to report your arrest, or any new charges, to your probation officer or parole officer.

Have you reported your arrest, or these charges, to your probation or parole officer?  YES  NO

Have you been admitted to an ARD or other Alternative Rehabilitation Program in the past?  YES  NO

**EMPLOYMENT:**

► What kind of work do you do:

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If you are employed, is your job located within 1,000 feet of a school:  YES  NO

How many people do you support with your income: \_\_\_\_\_ No. of adults \_\_\_\_\_ No. of children

List any professional or occupational licenses you have (e.g. cab license, plumbing license):

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Have you had to pass a background check to get a job:  YES  NO

If yes, explain:

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Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Gross salary per month/per hour or annually: \_\_\_\_\_

Length of employment: \_\_\_\_\_

**EDUCATION:**

Level of Education: \_\_\_\_\_

Schools attended and degrees \_\_\_\_\_

Any service in the military? \_\_\_\_\_

If so, which branch? \_\_\_\_\_

Length of service: \_\_\_\_\_

Is his/her service complete? \_\_\_\_\_

**HOUSING:**

▶ If you are convicted of a criminal offense, depending on your conviction, you can be evicted. If you live in subsidized housing or have a Section 8 voucher, you can lose that as well. **The members of your household can also lose their housing.**

If you rent, do you have a lease:  YES  NO

Has your landlord threatened to evict you:  YES  NO

Do you live in subsidized rental housing or have a Section 8 voucher:  YES  NO

If you live in subsidized housing or have a Section 8 voucher, list every person who lives with you, including their name, age, and relationship to you:

**PUBLIC BENEFITS:**

▶ Do you receive public assistance (e.g. welfare, food stamps, SSI, etc.):  YES  NO

**DRIVER'S LICENSE:**

▶ Certain drug and alcohol convictions can affect your ability to get or keep a driver's license.

Do you have a driver's license:  YES  NO

Do you need a driver's license for your job:  YES  NO

List any moving violations or traffic tickets you have had, and the date of the violation/ticket:

**OTHER INFORMATION:**

Have you attended counseling for mental health or drug and alcohol abuse?

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Describe any community service or religious activities that you participate in regularly?

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\*\*\*\*\* DO NOT COMPLETE - OFFICE USE ONLY\*\*\*\*\*

Fee Agreement:

Estimated Fee:

Retainer Received:

Case Accepted/Rejected:

Referral Source:

**NOTES:**