

New Client Intake Form

The Treviño Law Firm, PLLC

Please fill out this form as completely as you can before your consultation. It's okay if you don't remember an exact date — your best guess is fine, just write "not sure" next to it.

Please don't skip a question just because you don't understand it. Write a question mark (?) next to it instead, and we will go over it together at your appointment.

You don't need every document today. If you have papers that relate to any question — birth certificates, immigration papers, court papers, medical records, school records — please bring copies to your consultation.

Everything you write on this form is confidential and protected by attorney-client privilege.

Part 1 — Your Information

Full legal name (as it appears on your birth certificate or passport):

Other names you have used (nicknames, maiden name, name before marriage):

Date of birth (month/day/year):

Place of birth (city, state/province, country):

Alien Registration Number / "A-Number" (if you have one):

Social Security Number (if you have one):

Current home address:

Mailing address (if different from above):

Phone number(s):

Email address:

What language are you most comfortable speaking with us in?

English

Spanish

Other:

Do you need an interpreter for a language other than Spanish or English?

Yes — which language?

No

Part 2 — Your Family

Marital status:

Single

Married

Divorced

Widowed

Separated

If married — spouse's full name:

Spouse's date of birth:

Is your spouse a U.S. citizen or green card holder?

Your children (all children, including adults and any not living with you):



Full name	Date of birth	U.S. citizen / LPR?	Where do they live?

Your parents:

Full name	Living?	U.S. citizen / LPR?	Where do they live?

Part 3 — Your Time in the United States

When did you first arrive in the United States? (best guess is fine):

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How did you arrive?

Inspected by an officer

Crossed without being seen

Not sure

Since you arrived, have you left the U.S. and come back, even for a short trip?

Yes (list below)

No

Date you left	Date you returned	Reason for the trip

Places you have lived in the U.S. (most recent first):

Address	City / State	Approximate dates

Have you worked in the United States?

Yes (list below)

No

Employer	Approximate dates

Part 4 — Your Legal / Immigration History

Have immigration officials ever given you papers — a "Notice to Appear," a hearing notice, anything with a case number?



Yes — please bring these papers No

Have you ever applied for any immigration benefit before (asylum, a visa, a green card, anything)?

Yes No

If yes, what did you apply for, and when (best guess is fine)?

Have you ever been in immigration court before, or been ordered removed or deported?

Yes No

Have you ever been arrested, given a citation, or charged with anything by police — anywhere, anytime, even if minor?

Yes No

Please don't leave this blank even if you're not sure it matters — we will go over each one together, and it's always better for us to know now.

Part 5 — Your Situation

These last questions are just a starting point — short answers are fine. We will talk through everything in detail together at your appointment.

Are you afraid of what would happen to you if you had to return to your home country?

Yes No

If yes, in just a few words, why? (we will talk about this in detail together):

Do you have a husband, wife, parent, or child who is a U.S. citizen or green card holder? (see Part 2)

Yes No

Does anyone in your immediate family have a serious ongoing medical condition, disability, or health problem?

Yes No

If yes, who, and what condition (a few words is fine)?

Do you have children currently enrolled in school in the United States?

Yes No

Part 6 — Other People Involved in Your Case

We ask this so we can check for any conflict of interest before your consultation. Please answer honestly — it does not mean there's a problem, we just need to know.

Is there anyone else involved in this matter we should know about — someone on the "other side," a co-respondent, or anyone whose interests might conflict with yours?

Yes No

If yes, who, and how are they involved?



Is any family member involved in this matter already a client of our firm, or has anyone else in your family spoken with us about a case?

Yes No

If yes, who?

Has our firm ever represented you, or anyone else involved in this matter, before?

Yes No

If yes, who, and roughly when?

How Did You Hear About Us?

(check all that apply)

Google search Google/Facebook ad Friend or family Former client
Another attorney Walk-in Other:

Signature

Date:

Your signature (type your full name):

You do not need to have every answer today. Please bring any papers you have — birth certificates, marriage certificate, medical records, school records, anything with your name on it from immigration — even if you're not sure it's important. We will go through everything together.

For Office Use Only

Received by:

Date received:

Reviewed with client at first consult?

Yes No

Track identified:

42B Cancellation of Removal Asylum / Withholding / CAT Both
Neither / needs further screening