**Intake Questionnaire for Potential Pro Bono Clients**

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| --- | --- | --- |
| Full name: |  |  |
| Date of birth: |  | Country of birth: |  |
| Nationality: |  | Marital status: |  |
| Full name of spouse: |  | Address: |  |
| Preferred language: |  | Gender: |  |
| Phone number: |  | Email address: |  |
| How did you find out about us?  |  |

**Immigration Information**

|  |  |
| --- | --- |
| What is the nature of your immigration problem? |  |
| What is your immigration goal?  |  |
| Have you ever filed anything with any U.S. immigration agency? If yes, what did you file and when?  |  |
| Has an immigration petition been filed to sponsor you (family and/or employer)? If yes, explain.  |  |
| Have you worked with an immigration attorney before? If yes, who? |  |
| Have you ever hired a non-attorney (notario) to file immigration applications for you? If yes, what was filed and when? |  |
| Have you ever consulted a non-profit organization for your immigration issue? If yes, which one(s)?  |  |
| What immigration-related documents do you have? Can you provide a copy?  |  |

**Ability to Pay for Legal Services**

|  |  |
| --- | --- |
| Occupation: |  |
| Spouse’s occupation: |  |
| Annual household income (average of last three years): |  |
| Number of people in household:  |  |
| Children (if so, # and ages)  |  |
| Total bank account balances:  |  |
| Total net value of other assets: |  |
| Would you be able to provide copy of latest federal income tax return? |  |
| Are there any exceptional circumstances affecting your finances that you would like us to consider?  |  |

**Potential Conflicts of Interest**

|  |  |
| --- | --- |
| Have you been involved in a lawsuit? If yes, against whom? |  |
| Have you been in adversarial situations involving family or businesses, including divorce and employment disputes? If yes, explain. |  |

**Further Explanations**

Please elaborate, as needed, on any of the responses above.