**Incarcerated Mothers Law Project**

This intake lists a series of questions that are relevant to identify the legal issue affecting a client. This information will allow VOLS & our volunteer attorneys to identify the best strategy to support her.

We encourage you to complete/follow these guidelines, however due to time limitations and different levels of experience some might prefer to take notes and conduct a less structured intake.

Information about all new cases should be sent to Stephanie Taylor ([staylor@volsprobono.org](mailto:staylor@volsprobono.org)) within 7 days of meeting with the client at one of the facilities.

## Completed By

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Email: |  |  | Date: |

## Client Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  |  |  |
|  | Last | First | M.I. |  | *Date of Birth* |

Race: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hispanic? YES  NO  Immigrant? YES  NO

|  |  |  |
| --- | --- | --- |
| Sexual Orientation and Gender Identity: |  |  |
| Facility: |  |  |
|  |  |  |

**Family Law Issues**

Upcoming family court proceedings? YES         NO 

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Case (i.e. Custody, Visitation)** | **Which Court (borough, county, state)** | **Status of Case (Ongoing or Complete?)** | **Upcoming dates** |
|  |  |  |  |
|  |  |  |  |

## Children (affected by legal problem)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Child** | **Date of Birth** | **Where/with whom child is living** | **Current guardian’s relationship to child** | **Court orders or legal proceedings?** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Overview of Case

|  |
| --- |
| Please provide a description of client needs (their requests but also your thoughts and guidance) along with any important facts about the case: |

Are there any Court Orders or other records to obtain? If so, please identify the types of records and the location/entity to contact to get copies of such records (i.e. “Custody Order, from Fulton County Family Court):

Please list any advice or guidance that you have provided to the client, and any next steps: