

CPCS - IIU Intake Form for CAFL Panel

If you are a **Court-Appointed Attorney or CPCS-CAFL staff attorney** and would like assistance analyzing or understanding an immigration issue relevant to a CAFL case, please fill out and submit our intake form.

**Please fill out as much of the form as possible.** A completed form will allow us to provide more complete, accurate, and timely advice.

Because clients may be apprehensive about discussing their immigration history, it may be helpful to advise them when filling out the form that **all the information provided is confidential and will not be shared.** This information gathering is only intended to assist the IIU provide guidance to attorneys about immigration issues relevant to a case.

**Name of Requesting Attorney:** \_\_\_\_\_

**Phone #/email:** \_\_\_\_\_

**CAFL – Staff** \_\_\_\_\_ **Court Appointed** \_\_\_\_\_ **Docket No.** \_\_\_\_\_ **County** \_\_\_\_\_

**For the purpose of conflict checks, please list the names of counsel representing other parties:**

\_\_\_\_\_

**Type of Case** C&P \_\_\_\_\_ CRA \_\_\_\_\_ PYA \_\_\_\_\_ Probate \_\_\_\_\_

**Client is the** Mother \_\_\_ Father \_\_\_ Child \_\_\_ Legal Guardian \_\_\_ Young Adult \_\_\_ Other \_\_\_\_\_

**Child is in legal custody of** Mother \_\_\_\_\_ Father \_\_\_\_\_ DCF \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**By what date do you need to discuss this matter?** \_\_\_\_\_

**Completed Forms and Documents Should be sent by Email, Fax or Mail to:**

CPCS  
Immigration Impact Unit  
21 McGrath Highway  
Somerville, MA 02143  
Phone: 617-623-0591  
Fax: 617-623-0936  
[iiu@publiccounsel.net](mailto:iiu@publiccounsel.net)

**Background Immigration Information**

**Client's Full Name:** \_\_\_\_\_ **Date of birth:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_

**Alien Number:** \_\_\_\_\_

\*The Alien No is an 8-9 digit number starting with A, printed on most immigration cards and documents.\*

**Client has:** Green Card \_\_\_\_\_ Work Permit \_\_\_\_\_ Other (please specify) \_\_\_\_\_

\*Please send copies of any available immigration documents, including green card, work permit, visa or other.\*

**Date 1<sup>st</sup> entered U.S.:** \_\_\_\_\_

**Immigration status when 1<sup>st</sup> entered U.S.:** \_\_\_\_\_

\*May include visa (identify type), green card, entered unlawfully, refugee, etc.\*

**If entered as juvenile, entered U.S. with whom:** \_\_\_\_\_

**Current immigration status:** \_\_\_\_\_

\*May include permanent resident (green card), visa (identify type), TPS, asylum, none, etc.\*

**Date obtained current status (exact date, if known):** \_\_\_\_\_

**Does client have any pending applications with immigration?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, what kind of application:** \_\_\_\_\_

**Is client afraid to return to home country? If yes, why?** \_\_\_\_\_

**Does client suffer from any life-threatening illnesses or significant mental health problems?** \_\_\_\_\_

**Has client ever come into contact with U.S. immigration:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Date(s) and description of contact:** \_\_\_\_\_

**Does client have an immigration attorney? If yes, please provide name and contact info. For children in DCF custody, what is the status of the referral to DCF's contract immigration attorney?** \_\_\_\_\_

CPCS - IIU Intake Form for CAFL Panel

**Additional Information**

**Family in U.S., including parents, spouses, children, siblings, or fiancé(e) (please list relationship to client, age, and immigration status):**

**Does client have an adult or juvenile criminal record or pending charges? Yes\_\_\_\_\_ No\_\_\_\_\_**

*\*If yes, please fill out and submit attached chart.\**

**Is client in custody? Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, where? \_\_\_\_\_**

**Please briefly describe case posture and immigration issues or advice sought:**

**If applicable, please describe the status of any motion for special findings for special immigrant juvenile status (SIJ):**

CPCS - IIU Intake Form for CAFL Panel

<b>Adult or Juvenile Prior Criminal History</b>			
<b>Date</b>	<b>State</b>	<b>Charge</b>	<b>Length and type of sentence (including CWOs, fines, fees, costs, restitution, and probation)</b>

<b>Adult or Juvenile Pending Charges</b>			
<b>Date</b>	<b>State</b>	<b>Charge</b>	<b>Length and type of sentence (including CWOs, fines, fees, costs, restitution, and probation)</b>