

If you are a court-appointed attorney or CPCS staff attorney doing a post-conviction or post-adjudication screening for a noncitizen client and would like assistance analyzing or understanding an immigration issue, please fill out and submit this 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 only be shared with the IIU for expert assistance.** This information gathering is critical for the IIU to provide guidance to attorneys about immigration issues relevant to a case.

Name of Requesting/Screening Attorney: _____

Attorney Phone: _____ Attorney Email _____

Docket No. _____ County: _____

Date of Case Assignment: _____ By what date do you need a response? _____

Have you been assigned a Padilla Panel mentor? Yes No Mentor's Name _____

Required Please email this form with the following documents:

- ✓ Updated CORI. Please list all offenses that are not on the CORI below, including out-of-state offenses, juvenile adjudications, and expunged or impounded offenses.
- ✓ Court docket for case resulting in conviction/adjudication that is being screened for post-conviction/adjudication relief.
- ✓ Any available immigration documents, including ICE detainer, photo/scan green card, work permit, or visa, and any other documents regarding client's status.

Completed Forms:

- Select **F**ile, **S**ave As, from the dropdown menu on the toolbar to save this form as a .pdf.
- Email completed form and required supporting documents to: iiu@publiccounsel.net

For more resources, visit our website: <https://www.publiccounsel.net/iiu/>

Client Information

Client's Full Name: _____ Date of Birth: _____

Alien Number : _____ Country of Birth: _____
[8-9 digits – sometimes called a USCIS or File # on green cards and documents issued by immigration]

Date first entered U.S.: _____

Immigration Status when first entered: _____
[Visa (specify type), green card, refugee, no status, etc.]

Date Obtained Current Status: _____
[Exact date, if known]

Current Immigration Status: _____
[Visa, green card, TPS, DACA, asylum, no status, etc.]

Has client left U.S. since first entry? Yes No If yes, list all dates left and returned:

Is client facing an immigration consequence due to conviction/adjudication? Yes No Don't Know If yes, what consequence(s):

Has client ever come into contact with U.S. immigration? Yes No If yes, dates and description of contact:

Does the client have a final order of removal (deportation order)? Yes No If yes, provide date and location of order:

Is the client afraid to return to home country? Yes No If yes, why?

Does client have a life-threatening illness or significant mental health condition? Yes No If yes, describe:

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

If any parents are U.S. citizens, how old was client when parent became citizen:

List any grandparents who are U.S. citizens

If client is a juvenile, is client in custody of DCF? Yes No N/A

Is the client detained? Criminal Custody ICE Custody Not in Custody

If yes, provide location: _____

If yes, is there an ICE detainer? Yes No
[Please attach copy of ICE detainer if available]

If in ICE custody, provide date placed in custody: _____

Does the client have an immigration attorney? Yes No Attorney's name and contact info:

Does client consent to IIU contacting immigration attorney? Yes No

Has any prior post-conviction/adjudication motion been filed? Yes No If yes, provide describe:

Have you spoken to trial counsel? Yes No

Please list any offenses that are not on CORI, including out-of-state offenses, juvenile adjudications, and expunged or impounded offenses:

Please briefly describe immigration issues or advice sought:

Please check off the immigration grounds for post-conviction/adjudication relief you plan to pursue or are exploring (check all that apply):

- R. 29 Motion to Revise or Revoke Sentence
- R. 30 Motion for a New Trial/Vacate Plea, based on
 - Padilla/ineffective assistance of counsel
 - Court's failure to give statutory immigration warning per G.L. c 278 § 29D
 - Other
- Appeal of post-conviction/adjudication motion
- Undetermined

NOTE: this Intake Form is for immigration-related assistance only. All CPCS post-conviction/adjudication screening assignments require screening for all possible avenues of post-conviction/adjudication relief. Immigration-related motions should not be the only area explored.