

Criminal Intake Form¹
The Law Office of Katherine Godin, Inc.
 72 Clifford St., 3rd Floor
 Providence, RI 02903
 (401) 274-2423 – phone
 (401) 489-7580 – fax
kg@katherinegodinlaw.com - email

Name _____
 Last First Middle or Maiden

Address _____
 Number Street City State Zip

Date of Birth _____
 Month Day Year

Home Phone (____) _____

Cell Phone (____) _____

	<u>State</u>	<u>Charge(s)</u>	<u>Year</u>	<u>Disposition</u>
Known Priors	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

Briefly explain what you may need advice about or assistance with today:

Do you know the names of any other parties involved in the incident? (Examples: a friend, an employer, a neighbor, significant other, police officer. This should include co-defendants, participants, witnesses and/or complainants)

Party _____ Relationship _____

Party _____ Relationship _____

¹ Please note that contacting our office via e-mail, even after completing this Intake Form, does not create an attorney-client relationship.

Please list when your next court date is scheduled for (if you know):

Date _____ Courthouse: _____ Courtroom (if known): _____

Were you referred to the Public Defender's Office in this case? Yes or No

On the lines below, list the documents (papers) that you think may help us to understand the issues, prove an alibi or help establish your innocence.

1. _____
2. _____
3. _____

(NOTE: If retained, any documents you supply that are important to your matter will be photocopied, with your permission, and your originals returned to you at the conclusion of the initial interview.)

Knowing that there are no guarantees to your case, what would you be willing to accept if you were offered a plea deal (i.e., an acquittal, community service, substance abuse, domestic violence, anger management and/or substance abuse counseling, probation)?

Please classify your urgency in concluding this matter? (check one)

Critical – Court appearance scheduled within the next 1-2 days/Family member or friend currently detained by police/Appeals deadline approaching within the next week. **Very important** – Court appearance scheduled within the next 1-2 weeks **Important** – Court appearance scheduled within the next 1-2 months. **Needs to be done, but no immediate hardship in the interim.** **Just thought I'd see if it was worth pursuing, but I'm not counting on anything.** **Just wanted to know what my rights are**

If the matter involves an outstanding warrant, how long has the warrant been active (to your knowledge) (Days, Weeks, Months, Years)? _____

Are we the first attorneys you have consulted regarding this matter? Yes No

If No – Why didn't you hire their services, or why are you seeking new counsel?

Where are you employed? _____

May we contact you there? Yes No Phone No. (____) _____

Have you ever been represented by an attorney before? Yes No

If Yes – Please state the circumstances

How would you pay for your attorney's fees in this matter? Check Cash
Bank Check or Money Order Credit Card Credit (*understanding that there will be a
processing fee associated with this form of payment*)

Are you known by any other names? Yes No

If yes name(s) _____
(A fictitious name, a nickname, a former name, your maiden name etc.)

If your mail is returned as undeliverable or telephone service terminated, please provide the name of someone (friend or relative) you believe will always know how to contact you.

Name _____ Relationship _____

Address _____ Phone No. (____) _____

_____ State & Zip _____

How did you learn of our office? A friend Bar Referral Another attorney (If so, what is the name of the attorney? _____) Former Client
Our Web Page <http://www.katherinegodinlaw.com> Other

PLEASE READ CAREFULLY & Sign Below

Following your initial interview, if you agree to hire the Attorney, and the Attorney agrees to represent you, you will both sign an agreement for representation (entitled "Engagement Letter"). The Engagement Letter will set forth the terms and conditions of representation.

NOTICE: This office does not represent you with regard to the matters set forth by you herein in this information sheet or discussed during your consultation unless and until both you and the Attorney execute a written Engagement Letter.

If the Attorney does not agree to represent you, this includes not representing you with regard to the matter set forth by you on this information sheet, as well as not representing you in any other matters you may discuss with the Attorney during your consultation. Therefore, the Attorney strongly urges you to immediately consult with another attorney to protect your rights. The Attorney's decision not to represent you should not be taken by you as an expression regarding the merits of your case.

Your signature acknowledges only that you received a copy of this completed information sheet and does not mean that you have hired the Attorney.

SIGNATURE _____ DATE ____/____/____