

Intake Interview Checklist

- Don't leave individual waiting
- Make them feel comfortable - offer coffee
- Children can remain in adjoining or separate room (have plenty of activities on hand)
- Dealing with a 3rd person - give client options and explain confidentiality
 - If client decides to let friend stay / focus on client / empower client and listen
- Throughout the interview, remember the power of words and remember to dialogue and to listen actively.

→ Safety evaluation

- Last incident? Hospital?
- Where are children?
- Where is Plaintiff staying?
- Where does Plaintiff want to stay?
- Where is it safe for applicant to stay?
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→ Medical evaluation

- Injuries** - photos: if taken, by whom (police, hospital, victim's services?); if not, take photographs
 - medical records
 - medications prescribed
 - medications taken regularly
- **Children** - injuries - Child Protective Services reports (?)
 - medical conditions → apnea
 - ADD/Special Education Needs
 - SIDS
 - allergies, asthma, etc.

Immigration Evaluation:

- Citizenship form- will determine client's immigration status and eligibility to self-petition. If client is eligible to self-petition, have client bring in the following items to support the self-petition case:

- ___ Birth certificates of children, spouse & herself
- ___ Marriage license
- ___ Social Security numbers
- ___ 2 passport size photos (rt. side of face)
- ___ Filing fee of \$110 (money order made payable to INS)

- ___ Proof of abusers' status(i.e. permanent residency card, A#, or birth certificate) ___
- Copy of Emergency Magistrate's Order, Ex Parte P.O. or Final Protective Order
- ___ Copy of police records (if any)
- ___ Letters from shelter attesting to abuse suffered
- ___ Police Clearance Letter
- ___ Any photos of injuries
- ___ Tape recording the conversation would be very helpful in capturing the story in her own words if she is unable to write everything down.

___ If children have witnessed abuse, see if they would write a letter to INS (depending on their age), telling their story in their own words has a strong impact on the entire application.

➤ **Retainer**

- explain your responsibilities and the responsibilities of the client
- explain that this is **their** case and that they have a right to stop the proceeding at any time
- explain your right to withdraw
- explain importance of updating new address or phone
- explain their right to complain if they are not happy with services

➤ **Determine client's immediate goals vs. ultimate goal:(i.e. getting children back vs. getting divorced)**

➤ **Gathering Evidence of Domestic Violence**

For each incident we want to know:

- When?
- Where?
- What? / How?
- Who? / Where were the children? / How did they react?
- Police?
- Drugs / Alcohol ?
- Injuries?
- Witnesses (name, address and telephone)
- Not getting the whole history at initial interview but most severe incidents due to emotional impact on client

Screen for Potential of Parental Kidnaping

- Has Defendant ever made threats to take children?
- How did he plan to do so?

- Where was Defendant's home country?
- Do the children have passports? Where are they?
- Is Defendant employed?
- What is Defendant's immigration status?
- Does Defendant have friends?

Developing Evidence for Writ of Attachment

- Are the children in immediate danger by being with Defendant?
 - Past violence against children?
 - Threats to harm or kill children? How?
 - Drug or alcohol use by Defendant? (smoking as well)
 - Children in need of medication? (health conditions)

Property Issues:

- determine if immediate action needs to be taken regarding:
- retirement and/or savings accounts
- possession of home and/or vehicles

Safety Planning:

- Where will client be staying?
- What measures will client take to remain safe (i.e. change locks, obtain panic button, obtain donated cellular phone)
- review safety planning measures for client in general and for meeting client at the courthouse

Next Step Strategizing:

- Make sure the client leaves understanding what your next steps will be and what they will need to do.
- Determine next meeting date and what client will need to bring