



Intake Form: Administer Justice

Case Action (Attorneys)

Client Served:

Client Name: _____

Attorney Name: _____

Case #: _____

Action Date: _____

Issue Types (Choose One):

- Consumer Utilities
- Criminal
- Education
- Employment
- Family
- Health
- Housing
- Immigration
- Other
- SocSecurity / Public Benefits
- Will / POA

Action Types (Choose One):

- Administrative Hearing
- Document Help
- Education
- Intake
- Litigation
- Other
- Rep w/o Litigation

Action Status (Choose One):

- Active
- Finished
- Referred
- Other _____

Location of Service:

- Administer Justice Office
- Attorney Location
- Other: _____

Action Notes (Notes + What Services Were Provided to Client):

See Page 2 for additional notes...

Follow Up Instructions (What Should Be Done Next):

See Page 2 for additional instruction...

Referral Needed:

- In House Out

Referral Role:

- Attorney
- Financial
- Mediation
- Church Support
- Other _____

Referred To (Specific Volunteer):

Follow Up Needed:

- Yes No

