Intake Appointment Checklist

Immigrant Post-Conviction Relief Clinic

- [ ] **Legal Agreement:** Introduce yourself, explain your role, review and sign the legal agreement with your client and interpreter (if you are working with one).

- [ ] **Review Intake Forms: Y**our client should bring over two forms they have completed while waiting, (1) Intake Form, (2) Live Scan Form (applicable form determined based off of fee waiver eligibility and designee agreement). If your client has these forms but hasn't completed them, help them fill them out. If they don't have these forms, take them back to the sign-in table to get them.

- [ ] **Complete Intake Questionnaire:** Flag any portions that you weren't able to complete or that you have questions about. Ask the supervising attorney for help clarifying questions or your client's answers if needed.

- [ ] **Take Client to Live Scan:** Walk your client over to the Live Scan station. They can flash their yellow checklist to go straight to the front of the line. They'll need that Live Scan Form here. While your client is getting fingerprinted, check in with the supervising attorney about any areas of the Questionnaire that raised questions or may need more detail. ***Let your client know they should come back to you when they are done at Live Scan.***

- [ ] **Check Out:** When your client has been fingerprinted, if there are no additional questions you can take them to check out with the supervising attorney. Bring all of the paperwork from the appointment. Have the client bring their client folder. **DO NOT LET THE CLIENT LEAVE WITHOUT CHECKING OUT.**