[Your firm name]

Immigration - Short web form

Full name

Phone number

Email address

What do you need help with?

☐ Family petition ☐ Work visa or green card ☐ Asylum ☐ Removal defense ☐ Citizenship ☐ Something else

What happened? A few lines is fine.

How did you hear about us?

☐ Google search ☐ Google Maps ☐ An online ad ☐ Referral from a person ☐ Social media ☐ Other

☐ It is OK to text me about my inquiry (optional)

[Send]

[Add your firm's disclaimer here, worded by your ethics counsel.]

[Your firm name]

Immigration - Intake call sheet

CONTACT DETAILS

1. Full name

2. Best phone number

3. Email address

4. Best time and best way to reach you (call, text or email)

5. City and state where you live

6. Preferred language. Do you need an interpreter?

CONFLICT CHECK

7. Full names of the other people or companies involved (the opposing parties)

8. Anyone else connected to this matter, such as a witness, employer, landlord or insurance company

9. Have you or a family member ever been a client of this firm?

☐ Yes ☐ No

THE MATTER

10. What do you need help with?

☐ Family petition ☐ Work visa or green card ☐ Asylum ☐ Removal defense ☐ Citizenship ☐ Something else

11. Country of citizenship

12. Current immigration status, and the expiry date on it

13. Is there a family member or employer who would sponsor you? Who, and what is their status?

14. Any earlier applications, denials or removal orders?

15. Any arrests or criminal charges, in any country?

16. In your own words, what happened and what help do you need?

17. Have you already spoken to or hired another attorney about this? If yes, who and when?

18. What would a good result look like for you?

KEY DATES

19. Date you last entered the US, and how (visa, border crossing, other)

20. Any court date or interview coming up? Date, time and place

21. Any letter, notice or court paper you have received about this? The date on it, and whether you have it with you

HOW THEY FOUND YOU

22. How did you hear about us?

☐ Google search ☐ Google Maps ☐ An online ad ☐ Referral from a person ☐ Social media ☐ Other

23. If a referral: who referred you? If an ad or a search: what were you looking for, or what did you see?

CONSENT TO CONTACT

24. Is it OK for us to call and email you about this inquiry?

☐ Yes ☐ No

25. Is it OK to leave a voicemail or message at this number?

☐ Yes ☐ No

26. Is it OK to send you text messages about this inquiry?

□ Yes □ No

FOR THE FIRM TO COMPLETE

Call taken by

Date and time of the call

Result (consultation booked, signed, referred out, declined)

Next step, who owns it and by when

A starting point for your intake team. Not legal advice. Have your ethics counsel review it before you use it.