ELCA Outreach Center

Legal Advice Service
Client Intake Form

Wisconsin Case: ☐ Yes ☐ No **Case Number (If known):**_____

Client Name: _____ ☐M/☐F

Address: _____
Street **City** **State** **ZIP**

Daytime phone number: _____ **Date of Birth:** _____

Adverse Party (who is the conflict with): _____

Special needs regarding language or other disabilities that we need to accommodate for:
☐ None ☐ Yes: explain: _____

Type of services offered (circle one topic):

Debt Issues	**Renters Rights**	**Family Law**	**Guardianship Issues**
Small Claims	**Driver's License Recovery**	**Child Support**	**Immigration**

Details of Issue:

_____

_____

Stage in the court process:
- ☐ Deciding what/if to file
- ☐ Preparing for court hearing
- ☐ Preparing to file
- ☐ Follow up after court hearing

Kind of help requested:
- ☐ Deciding if attorney is necessary (referral)
- ☐ Form/Document review (fill out all information that you can on forms prior to appointment)
- ☐ Procedural advice (What would be the best way to accomplish goal)
- ☐ Letter/Form Drafting (Advice on wording)
- ☐ Limited Legal Counseling (Do I have a case? What will happen in court?)

Form must be completed in full and signed before an appointment can be scheduled with an attorney.

Return to Megan at the ELCA Outreach Center
6218 26th Ave
Kenosha, WI 53143
Or email to:
mburgess@elcaoutreachcenter.org

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STATE BAR OF WISCONSIN
PROBONO PROGRAM

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