

Instructions for Intake Sheet

Dear Future Client:

Enclosed please find an "Intake/Information Sheet" that provides us with basic information about you. All information you provide is confidential and assists our staff or Attorneys with determining the appropriate services required in your specific case.

If your appointment has been scheduled with a trained staff member, the enclosed form must be completed and returned with a money order for the amount of Fifty (\$50.00) Dollars. However, if you have an appointment with an Attorney, your money order should be for the amount of One Hundred (\$100.00) Dollars. Money orders should be payable to The Immigrant's Journal Legal & Educational Fund, Inc. In order for us to be able to schedule your appointment. Please be advised that we do not accept personal checks. The amount charged covers the consultation with the staff member, or with any of our Attorneys. If we do not receive the required amount in advance, we will not be able to schedule your appointment.

Upon receipt of these items, our receptionist will call and confirm your appointment date and time. If you are unable to make your appointment for any reason, please call in advance to reschedule. If you fail to reschedule in a timely manner or if you fail to bring the documents and/or information requested, your deposit of \$50.00 or \$100.00 is non-refundable.

Please be advised that we do not have the ability or space to supervise children during your appointment. Therefore, please bring your children only if they are needed to complete the paperwork or for photographs, **OTHERWISE, PLEASE DO NOT BRING CHILDREN.**

Should you have any questions concerning the information provided above, please call our office at 718-856-2560 for further information.

Thank you.
Brian Figeroux, Esq.
Legal Adviser