**Intake Form**

Please use this form as a guide in case you want to gather additional information beyond what TRLA has provided from their intake interview with the client. We suggest you go through the form prior to speaking with the client so that you don’t repeat questions TRLA has already asked them.

**Build Rapport**

How are you? [maybe some small talk]

Are you comfortable and ready to begin?

**Explain What’s Going to Happen Today**

First, I’m just going to start with a few questions to get some basic information. Then, we’ll get into the details of why you’re here today.

Everything we talk about is confidential.

If at any time you need a break, just let me know and we can take one.

**General Information**

OP = Opposing Party (Respondent for the Protective Order)

Client Name:

Is your (client’s) current address confidential?:

Client County:

Are you employed?:

Are you a veteran?:

OP County:

OP Name:

OP DOB:

OP Address:

Is OP employed?:

 If yes, where?:

Is OP a veteran?:

Relationship w/ OP (friends, dating, married, etc.):

How long was your relationship w/ OP?:

Did you live w/ OP? (when, how long):

Did client leave OP after living together during past year?:

Does OP have any mental diagnoses?:

Do you have any mental diagnoses?:

Has OP threatened or attempted suicide?:

Have you ever threatened or attempted suicide?:

Does OP have any weapons? (Yes/No. What kind? Where are they kept?):

Does OP have a problem with alcohol? (How often? What kinds of change in behavior?):

Does OP have a problem with drugs? (How often? What kind(s) of drugs? What kinds of change in behavior?):

Is OP abusive to animals?:

Does OP have any gang affiliations?:

Do you have any gang affiliations? (We just need to know in case it comes up in court):

Does OP have any criminal charges?:

Do you have any criminal charges? (We just need to know in case it comes up in court):

Do you have children w/ OP? (names, ages):

Do you have children w/ anyone else? (names, ages):

Is there a Suit Affecting the Parent Child Relationship (SAPCR) Order or Divorce Decree (ordering custody/visitation and/or child support) and out of what County?:

Has there ever been any CPS involvement with the child(ren)?:

 Have you ever been at a hearing with CPS?

 Has CPS ever appointed a lawyer to you?

 Were police ever involved in any of the instances with CPS?

**What Brings You Here Today?**

It is okay to reference the “How Do I Write Incidents of Violence” handout for guidance on follow-up questions; remember to use trauma-informed questions throughout the interview [see pages 7 & 8 of the PO Manual for examples].

Please try to get at least 3 – 4 instances of family/domestic violence. If there is harassment or stalking, please have the client fill out the Stalking Log (available on SALSA’s Protective Order Project Resource Page). If the case involves sexual assault, you do not need more than one incident (unless there are more than one, and then please get that information).

Okay, now we are going to get into why you’re seeking a protective order. I imagine this is very difficult, but it’s important that I get as many details as I can today so that I can complete the documents for your case. We need enough details to show the judge that there is evidence you need a protective order.

Has something happened recently? Tell me about that…

For each incident, please obtain the following:

Incident 1

* When did the incident happen?
* Where did it take place?
* What happened?
* Did you have any injuries?
* Who else was there?
* What did you do afterward?
* How did this incident affect you?

Incident 2

* When did the incident happen?
* Where did it take place?
* What happened?
* Did you have any injuries?
* Who else was there?
* What did you do afterward?
* How did this incident affect you?

Incident 3

* When did the incident happen?
* Where did it take place?
* What happened?
* Did you have any injuries?
* Who else was there?
* What did you do afterward?
* How did this incident affect you?

Incident 4

* When did the incident happen?
* Where did it take place?
* What happened?
* Did you have any injuries?
* Who else was there?
* What did you do afterward?
* How did this incident affect you?

**Below are specific questions that I need answered so that I can complete a risk assessment on the case. [It may be possible to answer these after the intake interview is complete but be sure you are able to answer every question. Please use trauma-informed language when trying to gather this information (e.g., do not actually use the word, “strangulation” when speaking to the client).]**

Has the physical violence increased in severity or frequency over past year?:

Was strangulation involved in any of the instances?:

Was client beaten during pregnancy?:

Client never pregnant by them: \_\_\_\_\_

Has OP ever threatened the child(ren)?:

Has OP ever abused the child(ren)?:

Did OP control most or all of client’s daily activities?:

OP tried, but client did not let them: \_\_\_\_\_

Is OP violently and constantly jealous of client?:

Does OP follow or spy on client, leave threatening notes or messages, destroy client’s property, or call client when client doesn’t want OP to? [If client has multiple instances of these kinds of OP behavior, please provide them with the Stalking Log – they can fill it out on their own or you can help them if they’d like.]

Does client believe OP is capable of killing them?:

**Conclusion of the Interview**

Do you have any questions about what we discussed today?

Now that we’ve finished the interview, I will work on drafting the documents for your case.

Please understand that part of the protective order process is that you cannot have contact with the other party. Do not respond if they try to contact you. You should not contact them.

Notes: This section can be completed after the intake interview. This is where you’ll record any additional observations you may have from the interview.

Emotional Abuse:

Threats of Violence:

Sexual Assault:

Physical Abuse:

Any Additional Notes: