



Syndicate Subscription Legal Plans

CRIMINAL LAW ADVISORY & ADVOCACY **CLIENT INTAKE QUESTIONNAIRE:**

IMPORTANT: Do NOT write down what happened or any details about the alleged offense on this form, and do not discuss them by text, email, social media, or jail phone. Discuss the facts of your case only with your criminal defense lawyer. You have the right to remain silent and the right to a lawyer. If you cannot afford one, you may ask the court to appoint a public defender.

CONFIDENTIAL. Your Syndicate Subscription Legal Plan provides paralegal-level support to individuals who represent themselves (pro se / pro per) and serves as a legal assistant to you and your criminal defense lawyer. A criminal defense lawyer is NOT included in any Syndicate plan, but members receive discounts and low retainers from our network of criminal defense lawyers. This form collects only the information needed to support you. If a question does not apply, write "N/A."

NAME OF THE CLIENT:

This form is being completed by:

☐ The accused person

☐ Family member / friend on behalf of the accused

☐ Accused Person's Full Legal Name: _____

Other names used: _____ Date of Birth: _____

Your name (if completing for someone else): _____ Relationship: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Syndicate Plan Member ID: _____ Primary language: _____

Preferred method of contact:

☐ Phone

☐ Text

☐ Email

PART 1 — HOW CAN WE HELP?

1.1 Services needed (check all that apply):

☐ Referral to a criminal defense lawyer in the Syndicate network (member discounts)

☐ Support to me and my existing defense lawyer (document gathering, organization, research)

☐ Paralegal-level support because I am representing myself (pro se / pro per)

☐ Help understanding the charges, court process, and what to expect

☐ Courtroom procedure and etiquette preparation

☐ Bail / release assistance (see our Bail Bonds Advisory Intake Form)

☐ Diversion, treatment, or alternative sentencing programs

☐ Clearing a past record (expungement / record relief)

☐ DMV license suspension hearing (DUI)

☐ Not sure — need guidance



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PART 2 — CASE STATUS

2.1 Current status:

- ☐ Contacted by police / under investigation (no arrest)
- ☐ Search warrant served
- ☐ Cited and released
- ☐ Arrested and released on bail
- ☐ Released on own recognizance
- ☐ Currently in custody
- ☐ Warrant issued for my arrest
- ☐ Case already resolved (post-conviction)

If in custody — facility: _____ Booking No.: _____

2.2 Arresting / investigating agency: _____ Date of arrest / citation: _____

2.3 Level of charge(s):

- ☐ Felony ☐ Misdemeanor ☐ Infraction
- ☐ Not yet charged ☐ Not sure

2.4 Charges as listed on citation, bail receipt, or complaint (code sections only): _____

2.5 Court / County: _____ Case Number: _____

2.6 Next court date / time / department: _____

2.7 Type of next hearing:

- ☐ Arraignment ☐ Pretrial / readiness
- ☐ Preliminary hearing ☐ Motions
- ☐ Trial ☐ Sentencing
- ☐ Probation violation ☐ Not sure

Missing a court date can result in a warrant for your arrest and forfeiture of bail. Always confirm your court dates.

2.8 Were you released with conditions (no contact, testing, GPS, travel limits)? ☐ Yes ☐ No

If yes, explain: _____

2.9 Is there a protective order against you? ☐ Yes ☐ No

If yes — protected person(s) and expiration date: _____

PART 3 — LEGAL REPRESENTATION

3.1 Current representation:

- ☐ Private criminal defense lawyer ☐ Public defender
- ☐ No lawyer yet ☐ Plan to represent myself

Lawyer name / office / phone: _____



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3.2 Would you like a referral to a network criminal defense lawyer? ☐ Yes ☐ No

Approximate budget for a retainer: \$ _____

3.3 Would you like Syndicate to work with your defense lawyer as a legal assistant? ☐ Yes ☐ No

If you are considering representing yourself, understand that the court must first find that you knowingly give up your right to a lawyer. Criminal charges can carry jail, fines, and lasting consequences, and consulting a defense lawyer is strongly recommended.

3.4 Do you believe you may qualify for a public defender based on income? ☐ Yes ☐ No

PART 4 — PRIOR RECORD & SUPERVISION

Answer yes or no only. Details should be discussed with your defense lawyer.

4.1 Do you have any prior arrests or convictions? ☐ Yes ☐ No

4.2 Are you currently on probation, parole, or post-release supervision? ☐ Yes ☐ No

4.3 Do you have any other open cases or warrants? ☐ Yes ☐ No

PART 5 — CONSEQUENCES & PROGRAMS TO CONSIDER

5.1 Areas of concern (check all that apply):

- | | |
|---|--|
| ☐ Employment / job loss | ☐ Professional or occupational license |
| ☐ Immigration consequences | ☐ Driver's license (DMV) |
| ☐ Firearm rights | ☐ Housing / lease |
| ☐ Child custody | ☐ Military service / security clearance |
| ☐ School / financial aid | ☐ Other |

Non-citizens should ask their defense lawyer about possible immigration consequences BEFORE entering any plea.

5.2 DUI arrest: were you given a DMV notice of suspension? ☐ Yes ☐ No

If yes — date of notice: _____

For DUI arrests in California, you generally have only 10 days to request a DMV hearing to challenge the license suspension.

5.3 Are you a military veteran or current service member? ☐ Yes ☐ No

5.4 Programs you may want explored:

- | | |
|--|--|
| ☐ Military / veterans diversion or court | ☐ Mental health diversion |
| ☐ Drug treatment program | ☐ Pretrial diversion |
| ☐ Community service / restorative justice | ☐ Not sure |

PART 6 — BACKGROUND FOR BAIL, DIVERSION & SENTENCING

This information helps show the court your ties to the community and positive history.

6.1 Employer / school: _____ Time there: _____

6.2 Time living in this community: _____ Lives with: _____

6.3 Dependents who rely on you: _____

6.4 Community involvement, volunteer work, military service, education, and accomplishments: _____



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6.5 Are you enrolled in, or willing to start, any counseling or treatment program? ☐ Yes ☐ No

6.6 Character References (people willing to write a letter of support):

Name	Relationship	Phone / Email	Occupation

PART 7 — KEY DATES & DOCUMENTS

Deadline / Event (court, DMV, probation, program)	Date	Location

Please provide copies of the following, if available. Check each item you are including. Do not add written notes about the facts of the case.

- | | |
|---|---|
| ☐ Citation / notice to appear | ☐ Bail receipt / bond papers |
| ☐ Criminal complaint / charging document | ☐ Court minute orders |
| ☐ Release conditions / protective order | ☐ Search warrant / property receipt |
| ☐ DMV notice of suspension | ☐ Probation / parole paperwork |
| ☐ Proof of employment / school | ☐ Certificates of programs completed |

ACKNOWLEDGMENTS

Please check each item to confirm you understand.

- ☐ A criminal defense lawyer is not included in my Syndicate plan; Syndicate provides paralegal-level support and lawyer referrals for criminal law matters.
- ☐ Syndicate cannot appear in court for me or represent me in my criminal case.
- ☐ I should discuss the facts of my case only with my defense lawyer. Communications with Syndicate may not be protected by the attorney-client privilege unless made at the direction of my lawyer.
- ☐ I am responsible for attending all court dates and following all court orders.
- ☐ I have the right to request a court-appointed lawyer if I cannot afford one.



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Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of providing criminal law advisory and support services.

Signed and dated this ____ day of _____, 20__

Signature: _____

Print Name: _____

Please Print and Email to STEVE@STEVEMUELLERLEGAL.COM, or
save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.