



WILLIS & CAGLE LAW FIRM

118 E. Graham Avenue | P.O. Box 1062 | Pryor, Oklahoma 74362 | (918) 876-5605

CLIENT INTAKE FORM CRIMINAL LAW

CLIENT INFORMATION

Legal Name (Last, First, Middle)

Date of Birth

Current Address (Street, City, State, ZIP)

Telephone Number

Best Time of Day to Reach You

Email Address

Employer Name

Employer Phone Number

Employer Address

Occupation / Position

CHARGE INFORMATION

Charge(s) Filed (as listed on citation, information, or indictment)

Case Number (if filed)

Court and County

Date of Arrest**Arresting Agency / Officer****Next Court Date (if known)****Bond/Bail Amount and Status (Posted / Not Posted / OR Release)****Are You Currently in Custody? (Yes / No — if yes, facility name)**

CASE DETAILS

Please Describe the Circumstances Leading to the Charge(s), in Your Own Words**Are There Any Co-Defendants? (Yes / No — if yes, names)****Were There Any Witnesses? (Names and Contact Information, if known)**

STATEMENTS & EVIDENCE

Were You Read Your Miranda Rights? (Yes / No / Unsure)**Did You Make Any Statements to Law Enforcement? (Yes / No — if yes, please describe)****Was Your Vehicle, Home, or Person Searched? (Yes / No — if yes, please describe, including whether a warrant was obtained)****Were You Given a Breath, Blood, or Field Sobriety Test? (Yes / No / N/A — if yes, please describe the results if known)**

CRIMINAL HISTORY

Do You Have Any Prior Convictions? (Yes / No — if yes, please list, including approximate dates and jurisdictions)

Are You Currently on Probation or Parole? (Yes / No — if yes, supervising officer name and jurisdiction)

Do You Have Any Other Pending Criminal Cases? (Yes / No — if yes, please describe)

ADDITIONAL INFORMATION

Are You a U.S. Citizen? (Yes / No — this helps us evaluate any immigration consequences of your case)

Does Your Employment Require a Professional License or Background Check That Could Be Affected by This Case? (Yes / No — please describe)

Is There Anything Else You Believe Would Be Helpful for Us to Know Before Your Consultation?