



Urgent Responder's – Immigrant Intake Form
(2011)
Michigan Pax Christi – Justice for Immigrants

When a family has been affected by a raid, they are often in a panic. It is important to let the story come out in fragments, and to join and validate the emotional impact before trying to collect this organizing information. However, this information will be important in locating the detainee, assisting the family and determining if there has been a civil rights violation. The more information we can get from the beginning the faster we can locate the detainee and meet the needs of the family. *All identifying information is confidential.*

Please fill-in all information that is possible. Start with Background Info: Pages 2 – 3
Then choose and check the appropriate initial interaction situations:

- At a Residence. Page 3
- At a Gas Station Page 5
- At a Retail Store/Restaurant Page 7
- In a Car on the road Page 9

Answer questions about Detention, and Page 11
Information about Family and Friends Page 13

Background Information about the Detainee and the Circumstances:

Full Name including all aliases:

Date of Birth: _____

Alien Number (looks like A99 999 999 and appears on most immigration documents):

Country of Origin: _____

Documentation Status: _____

Proof of Documentation Status: _____

Where was the proof of documentation status when stopped by government officials (ie, on person? In car? At apartment?) _____

How did the person come to the US?

When? _____

What place of entry? _____

Language: What is the first language? Does the detained person speak English?

Address: _____

Phone Number: _____

Has there been a previously missed deportation hearing, appointment, or meeting with immigration or border officials?

Is there any criminal or other legal history?

When was the person taken into custody?

Date: _____,

Time of Day or Night: _____

Who was present when the person was taken? _____

Name any and all witnesses to the incident and contact information if known:

Where was the initial interaction with law enforcement officials (residence? Gas station? Car? Retail store?) _____

If initial interaction was at a residence, ask the following:

What type of law enforcement officials (state?local?federal?)

How did you recognize the type of official?

What type of residence was it (apartment? Home?)

Was it rental?

If so, in whose name?

Who else lived there?

Was it owned?

If so, in whose name?

Who else lived there?

Were occupants approached while they were inside or outside of the residence?

How was entry gained by the law enforcement officials?

Describe in as great detail as your memory will allow the contents of the dialogue between the officials and the occupants. (Write it out like the dialogue in a play.)

Was there an announcement?

If so, what was it?

Did the officers show any kind of documents to the occupant?

If so, what was it (ie, a warrant?)

If so, how was it shown (through the door? In the window?)

If so, when was it shown in the timeline of the encounter? (before they entered? After they entered?)

If so, to whom was it shown?

Was any physical force against the property exerted during the encounter?

If so, describe.

Was any physical force against a person exerted during the encounter?

If so, describe.

Describe in as great a detail as possible the reactions of the occupants.

Did the law enforcement officials ask for documentation?

If so, what was the response?

If initial interaction was at a gas station, ask the following:

What type of law enforcement officials (state?local?federal?)

How did you recognize the type of official?

Please describe the colors of the cars/trucks they drove and the uniforms that they wore and any writing that you saw on uniforms or cars.

If any officers were wearing nametags, please list any names you remember seeing.

What is the name and address of the gas station?

Have you ever seen law enforcement individuals at this gas station before?

If so, when?

If so, what happened then?

Is it a gas station that you frequent regularly?

Is it a gas station that other immigrants (documented and/or undocumented) frequent regularly?

Is it a gas station that other Spanish-speaking individuals (citizens and non – citizens) frequent regularly?

Did the officials appear to be asking other individuals around you about their status? Or was it just you?

Do you have any reason to believe that the property owner had any prior knowledge about this?

If so, what/why?

What was the property owner's reaction as this was occurring?

Describe in as great detail as your memory will allow the contents of the dialogue between the officials and the individuals. (Write it out like the dialogue in a play).

Did the law enforcement officials ask for documentation?

If so, what was the response?

If initial interaction was at a retail store/restaurant, ask the following:

What type of law enforcement officials (state?local?federal?)

How did you recognize the type of official?

Please describe the colors of the cars/trucks they drove and the uniforms that they wore and any writing that you saw on uniforms or cars.

If any officers were wearing nametags, please list any names you remember seeing.

What is the name and address of the store?

Do you work at the store or are you just a customer?

If you work at the store, for how long?

If you work at the store, what sort of documentation do they have for you?

If you were just a customer, have you ever gone to the store before?

If so, when?

If so, how frequently?

Have you ever seen law enforcement individuals at this store before?

If so, when?

If so, what happened then?

Is it a store that other immigrants (documented and/or undocumented) frequent regularly?

Is it a store that other Spanish speaking individuals (citizens and non –citizens) frequent regularly?

Did the officials approach you inside or outside of the store?

Did the officials appear to be asking other individuals around you about their status? Or was it just you?

Do you have any reason to believe that the property owner had any prior knowledge about this?

If so, what/why?

What was the property owner's reaction as this was occurring?

Who else was in the car?

Where were you pulled over?

When were you pulled over?

What was the expressed purpose of the stop?

Describe in as great detail as your memory will allow the contents of the dialogue between the officials and yourself. (Write it out like a dialogue in a play).

Describe in as great detail as your memory will allow what other folks in the car said. (Write it out like a dialogue in a play).

Were you asked to exit the car?

If so, when?

If so, why?

If so, what occurred when you exited the vehicle?

If you know, did they run anything (name? number?) through a computer?

Did the law enforcement officials ask for documentation?

If so, what was the response?

Did they search the car?

If so, when?

If so, where?

If so, what, if anything, did they find/take?

Did they search the trunk of your car?

If so, what, if anything, did they find/take?

Questions About Detention:

Where was the person taken for detention?

Was the family (or witnesses) given any information as to how to contact or locate the person? If so, record in detail:

Are there any outstanding health concerns for the detainee? If the detainee takes prescription medication, does the detainee have access to it right now? _____

How was the person first detained?

How was the person transported to the detention center?

How was the person processed?

Provide any information about upcoming dates/court appearances.

How long was the individual detained?

What were the conditions of detention?

Has the individual had any contact with an attorney?

If so, how often? When? Who?

Has the individual had any contact with family members?

If so, how often? When? Who?

Was the individual given a list of attorneys or nonprofit organizations to contact?

If so, when?

Was the individual pressured by ICE to sign a document?

If so, what did ICE tell the person about the documents they were signing?

Did the person ask to see a judge before signing documents, and if so, what did ICE say about seeing the judge?

If so, did they understand what they signed?

If so, what was it?

If they were pressured, how were they pressured?

Information about the Family and/or Friends of the Detainee:

Who is acting as the spokes person for the detainee?

Name: _____ relationship:

Date of Birth: _____

Address: _____

Phone Number: _____

County of Origin: _____, **Documentation Status:** _____

If the spokes person is not a spouse, partner or co-parent, please provide information about the spouse, partner or co-parent if one exists:

Name: _____ **Date of Birth:** _____

Address: _____

Phone Number: _____

County of Origin: _____, **Documentation Status:** _____

Children:

Names, dates of birth, and county of origin, which is often different from the parents, especially children born in the US:

Were the children witnesses to the detainment? If they were involved, please record the details:

Extended family and important friends to the family: Names, relationship and contact information:

What are the family's immediate concerns? What is their emotional state? What might be their priorities?

Would the family and/or friends like to tell their story to a Pax Christi lawyer?

What is their first language? _____

Does the family speak English? _____

Is there a need for a translator? _____

Please phone: Jim Rauner at: Phone 269 – 468 – 5830, or Fax to 269 – 593 – 5916 to fully report the case to Pax Christ – MI.

For Px use: Date of clearness: _____, time: _____, location: _____

Translator: Name _____, Phone number: _____

Case Reporter: Name _____, Phone number: _____

Case Manager: Name _____, Phone number: _____

All Identifying Information is Confidential

Please use this section for notes containing other information not covered in the intake: