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SEXUAL ASSAULT CASE – INTAKE QUESTIONNAIRE

SECTION A – Contact & Safety

Full Name: _____

Preferred name _____

DOB _____

Phone _____

Email _____

Safe to leave voicemail? (Y/N) _____

Safest time to contact _____

Are you currently safe from this person? (Y/N/Unsure) _____

SECTION B – Overview

Please describe what happened (as much or as little as you want):

First time it happened (approx date/age): _____

Last time it happened _____

Your age at the time _____

Your age now _____

SECTION C – Person/Organization Responsible

Name(s) _____

Relationship to you _____

Employer / school / church / organization _____

Location(s) _____

Do you believe others knew or ignored warning signs? (Y/N/Unsure) _____

SECTION D – Timeline Builder

For each incident:

Approx date _____

Location _____

What happened _____

Anyone present _____

Anyone you told soon after _____

Approx date _____

Location _____

What happened _____

Anyone present _____

Anyone you told soon after _____

Approx date _____

Location _____

What happened _____

Anyone present _____

Anyone you told soon after _____

SECTION E – Reporting History

Did you ever tell anyone? Who? _____

Any police report? _____

Any internal complaint? _____

Any criminal case? _____

Any prior settlement or signed agreement? _____

SECTION F – Evidence

Check all that apply:

- Texts
- Emails
- Social media
- Photos
- Medical records
- Therapy records
- Witnesses
- Journals
- Prior complaints about this person

SECTION G – Medical & Counseling

Therapy or counseling received? _____

Names of providers _____

Still in treatment? _____

Any diagnoses you've been given (optional) _____

SECTION H – Impact (Damages)

Check all that apply:

- Anxiety
- Depression
- PTSD
- Sleep issues

- Work/school problems
- Lost income
- Relationship difficulties
- Physical injury
- Substance use
- Other

“How has this affected your life?”

SECTION I – Goals

What are you hoping to accomplish?

- Lawsuit
- Settlement
- Accountability
- Stop it from happening to others
- Not sure yet

SECTION J – Consent

- I understand submitting this does not create an attorney-client relationship
- I consent to contact
- Information is true to best of my knowledge

Client