

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Apt #:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

<p><b>1. Gender:</b>    <input type="checkbox"/> Male    <input type="checkbox"/> Female</p> <p><b>2. Date of Birth:</b> ____/____/____</p> <p><b>3. Social Security No.</b> _____</p> <p><b>4. Race:</b>  <input type="checkbox"/> Hispanic/Latino                      <input type="checkbox"/> White/Caucasian  <input type="checkbox"/> Black/African-American    <input type="checkbox"/> Asian  <input type="checkbox"/> Native-American/Alaska Native  <input type="checkbox"/> Pacific Islander/Native Hawaiian</p> <p><b>5. What is your marital status?</b>  <input type="checkbox"/> Never Married    <input type="checkbox"/> Married    <input type="checkbox"/> Divorced  <input type="checkbox"/> Separated                      <input type="checkbox"/> Widowed</p> <p><b>6. Have you served in the military?</b>  <input type="checkbox"/> No    <input type="checkbox"/> Active Duty    <input type="checkbox"/> Veteran    <input type="checkbox"/> Reserves</p> <p><b>7. How many (if any) dependents</b> do you have (dependents are anyone under age 18 that you support)? _____</p>	<p><b>8. Sources of Income:</b>  <input type="checkbox"/> Employment                      <input type="checkbox"/> Unemployment Benefits  <input type="checkbox"/> Child Support                      <input type="checkbox"/> Social Security  <input type="checkbox"/> LINK Card                      <input type="checkbox"/> Disability  <input type="checkbox"/> Pension                      <input type="checkbox"/> TANF                      <input type="checkbox"/> Alimony  <input type="checkbox"/> Other _____</p> <p><b>9. Estimated monthly income from above sources</b> _____</p> <p><b>10. What is your current employment status?</b>  <input type="checkbox"/> Full time    <input type="checkbox"/> Part time  <input type="checkbox"/> Unemployed, seeking employment  <input type="checkbox"/> Unemployed, not seeking employment (i.e. student, retired, etc)  <i>If Full or Part Time:</i> <input type="checkbox"/> Temporary    <input type="checkbox"/> Permanent</p> <p><b>10. If not working, year of last employment</b> _____</p> <p><b>11. Highest Level of Education :</b>  <input type="checkbox"/> High School Diploma/GED                      <input type="checkbox"/> Associates  <input type="checkbox"/> Bachelors                      <input type="checkbox"/> Masters                      <input type="checkbox"/> Doctorate  <input type="checkbox"/> Certification                      <input type="checkbox"/> None of the Above</p>
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**Criminal Background Information:**

1. Have you ever been **arrested** by any police department **besides the Chicago Police**?     Yes     No  
 If **yes**, where? \_\_\_\_\_ What year(s)? \_\_\_\_\_  
 What was the outcome? (i.e. dismissed, probation, etc) \_\_\_\_\_

2. Have you ever been charged with any of the following **traffic offenses**? (Please check all that apply)  
 Driving Under the Influence (DUI)                       Driving on a Suspended/Revoked License  
 Reckless Driving                       Other Traffic Violations                       None

3. What is your **goal** for seeking legal help with your criminal record? (Please check all that apply)  
 Find employment or better employment                       Enter an education or training program  
 Get housing assistance                       Assist with immigration status  
 Personal motivation to clear record                       Other: \_\_\_\_\_

4. How did you hear about the Help Desk?  
 Friend/Family Member     Internet/Website     Called Cabrini Green Legal Aid  
 Walk-In                       Flyer                       Elected Official/Alderman: \_\_\_\_\_  
 Other Organization:

**FOR STAFF ONLY**

**1. Type of filing:**  Expungement  Partial Expungement **Attorney Name:** \_\_\_\_\_  
 Sealing  Partial Sealing  
 Clemency Only (did not file to seal)

**2. Did they file today?**  Yes  No ----> **2a. (Long Rap Sheet Return?)**  Yes  No

**2b. Eligible because of the new sealing expansion law?**  Yes  No

**3. Did they file for a fee waiver?**  Yes  No

**4. What districts were petitions prepared for?**  1—Chicago  2—Skokie  3—Rolling Meadows  
 4—Maywood  5—Bridgeview  6—Markham

**5. If not filed today (or partially filed), what is the reason?**

Drug Test  Pro Se Motion \_\_\_\_\_  Only Suburban Petitions  
 No RAP Sheet  Needs to Order File/ Arrest Report \_\_\_\_\_  PENDING CASE  
 Other: \_\_\_\_\_

Pending Statutory Waiting Period - When is the waiting period over? \_\_\_/\_\_\_/\_\_\_

*Charge resulting in waiting period:*  Traffic Case \_\_\_\_\_  Ordinance Violation \_\_\_\_\_

Misd. Supervision \_\_\_\_\_  Misd. Conviction \_\_\_\_\_  Felony Conviction \_\_\_\_\_

*Is the charge resulting in the waiting period sealable?*  Yes  No

**6. Criminal History:** IR# \_\_\_\_\_  
Total Number of Cases (RAP sheet plus name search): \_\_\_\_\_  
Year of Last Arrest: \_\_\_\_\_  
Number of Sealable Convictions (do not include non-convictions): \_\_\_\_\_  
Year of Last Conviction (*any* conviction): \_\_\_\_\_

**7. If partial sealing or clemency, what is (are) the bar(s) to clearing the record? List most recent conviction(s):**

<b>Year:</b>	<b>Classification:</b>	<b>Class:</b>	<b>Charge:</b>	<b>Outcome:</b>
_____	<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	_____	_____	<input type="checkbox"/> Conviction <input type="checkbox"/> Supervision
_____	<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	_____	_____	<input type="checkbox"/> Conviction <input type="checkbox"/> Supervision
_____	<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	_____	_____	<input type="checkbox"/> Conviction <input type="checkbox"/> Supervision

**8. Attorney Comments:**

**Referred to (and reason):**  
 Cabrini Green Legal Aid \_\_\_\_\_  Chicago Legal Clinic \_\_\_\_\_  
 LAF Juvenile Help Desk \_\_\_\_\_  National Immigrant Justice Center \_\_\_\_\_  
 Office State Appellate Defender \_\_\_\_\_  Skokie Expungement Help Desk \_\_\_\_\_



Welcome to the Expungement Help Desk, brought to you by Cabrini Green Legal Aid (CGLA). CGLA is a non-profit legal services provider that has served low-income residents of Chicago since 1973. The Help Desk provides free legal advice regarding eligibility for expungement, sealing, and executive clemency. The Help Desk is a public service for those who choose to seek our advice; you have no obligation to meet with the attorneys at the Help Desk. There may be a wait to see the attorneys as we can only serve 25 people per day, but if you are signed in on the clipboard we will meet with you today.

### **Brief Services Agreement**

I understand that Cabrini Green Legal Aid's services are limited to legal advice, referrals, document preparation and in-court representation for Chicago filings. I understand that Cabrini Green Legal Aid does not guarantee the outcome of any court proceedings. Help Desk patrons are not clients of Cabrini Green Legal Aid. Help Desk workers provide legal advice and assist with document preparation, but individuals represent themselves and file petitions *pro se*. However, CGLA attorneys are in court, in Chicago only, to assist any individual without an attorney.

I understand and agree that the persons advising me at this Help Desk may include staff attorneys, volunteer attorneys, and law students. I also understand and agree that the advice and drafting of legal instruments may be given by a Rule 711 supervised senior law student or law graduate. In all cases, however, the handling of my criminal record will be supervised by a staff attorney.

### ***Discretionary Remedy***

Although the Help Desk will determine whether a person is legally eligible for filing an expungement or sealing, the ultimate decision on whether to grant the petition is made by the Chief Judge of the Criminal Division. A person is not entitled to an expungement or sealing, and the Chief Judge may deny the petition for discretionary reasons.

### ***Use of Personal Information***

I understand that Cabrini Green Legal Aid collects and maintains both demographic and criminal history information for two purposes: (1) for representation before the Court in Chicago hearings; and (2) for advocacy, policy and research purposes. Data is always reported upon in the aggregate and not specific to any individual. Files are maintained electronically at CGLA. I understand that identifiable information about me or my criminal record will be kept strictly confidential and is only available to CGLA staff and volunteers.

### ***Read & Understood Terms and Conditions of Service***

I have read the above information and understand the limits and conditions of the legal services provided by Cabrini Green Legal Aid.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_