

LAW OFFICES  
OF  
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L.L.C.

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**DUI INTAKE SHEET**

Client:

Date of Arrest:

Jurisdiction:

Trial date:

<p><input type="checkbox"/> Postponement Needed for MVA Hearing</p> <p><input type="checkbox"/> Hearing has been / <input type="checkbox"/> will be requested by Client</p> <p><input type="checkbox"/> Client requested interlock.</p> <p><input type="checkbox"/> Request Hearing</p> <p><input type="checkbox"/> Subpoena Officer / <input type="checkbox"/> Breath Tech to MVA Hearing</p>	<p><b>Issues:</b></p> <p><input type="checkbox"/> Foreman   <input type="checkbox"/> Sites</p> <p><input type="checkbox"/> Brosan   <input type="checkbox"/> Atterberry</p> <p><input type="checkbox"/> Failed to issue timely extension</p> <p><input type="checkbox"/> NO SFST's</p> <p><input type="checkbox"/> SFST's Instructions Improper</p> <p><input type="checkbox"/> Independent Witnesses</p> <p><input type="checkbox"/> Borboun</p>	<p><input type="checkbox"/> Blood Test</p> <p><input type="checkbox"/> Refusal</p> <p><input type="checkbox"/> Medical Records Case</p> <p><input type="checkbox"/> File Health Article Motion</p> <p><input type="checkbox"/> Breath Test</p> <p><input type="checkbox"/> Over 2 hours</p> <p><input type="checkbox"/> Incorrect Calibration</p> <p>BAC: .</p>
<p><input type="checkbox"/> Hold Entry of Appearance</p> <p><input type="checkbox"/> Hold Discovery Request</p> <p><input type="checkbox"/> Postponement Needed for Court Date</p> <p><input type="checkbox"/> Subpoena Officers DUI Records</p> <p><input type="checkbox"/> Request Client's Medical Records</p> <p><input type="checkbox"/> Request RADAR</p> <p><input type="checkbox"/> Request Intoximeter logs</p>	<p>Notes:</p>	

# I. INTERVIEW CHECKLIST

## 1 . Standard client information

a. Age                      Height                      Weight

Family background:

Educational background

c. Marital status

☐ Single                      ☐ Married                      ☐ Divorced                      ☐ Children

# of Children

Names of Children and Ages:

## 2. Occupation:

a. Does client need license for his occupation?                      ☐ Yes                      ☐ No

☐ To and From.                      Hours per week

☐ In the Course of Employment.

☐ Drives Company Vehicle.                      ☐ Needs work vehicle exemption from interlock.

b. What are his duties regarding employment?

☐ See Above.

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c. Does he work around chemicals or solvents?                      ☐ Yes                      ☐ No

d. Does client work in an alcohol-related environment (i.e., as bartender, cocktail waitress, etc.)?                      ☐ Yes                      ☐ No

**3. Military service:** ☐ Yes ☐ No

a. Does client suffer from post-traumatic stress syndrome or other combat-related problems? ☐ Yes ☐ No ☐ N/A

b. *Was* the client ever wounded and/or does client have a military-related disability? ☐ Yes ☐ No ☐ N/A

**4. Criminal record:** ☐ Yes ☐ No

Priors:

**5. Driving record:** ☐ Yes ☐ No

Priors:

a. Has client been licensed in any other states? Obtain record from that state also.

☐ Yes ☐ No STATES: , , , , , .

**6. Extra-curricular activities, hobbies, church, volunteer work, etc.**

## 7. Health

a. Physical defects: ☐ Yes ☐ No

b. Illnesses, diabetes, inner ear problems, etc.. ☐ ☐ Yes ☐ No

c. Dental Work, vis a vis intoximeter ☐ Yes ☐ No

d. Taking prescription medications: ☐ Yes ☐ No

e. Accidental injuries: ☐ Yes ☐ No

f. Eyesight: does client have restriction on license for glasses? ☐ Yes ☐ No

Last Eye Exam:

g. Hearing problem. ☐ Yes ☐ No

**8. Chronology of events of client's day**

☐Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thur ☐ Fri ☐Sat

**going into**

☐Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thur ☐ Fri ☐Sat

a. Start in morning and proceed through entire day:

b. What did client eat and when? ☐ See above.

c. When did client leave to go out for the evening? ☐ See above.

d. Where did client go? ☐ See above.

i. Names and addresses of all witnesses ☐ See above.

ii. What activities did client engage in? ☐ See above.

e. What did client drink? ☐ See above.

i. What type of drink how large, what size container, what mixers? ☐ See above.

f. When did client leave to go home and why?

☐ See above ☐ Last call ☐ Work in the morning.

## 9. Driving.

a. Accident? ☐ Yes ☐ No.

b. Police observations regarding his driving. ☐ No Erratic Driving mentioned.

c. When did client first Notice police officer? ☐ Lights ☐ Passed officer.

d. Where did client stop? ☐ Right Shoulder ☐ Left Shoulder ☐ Middle of Road

i. How? ☐ Used Turn signals, etc. ☐ Correct side of road?

ii. Why did client stop vehicle where he did? ☐ 1<sup>st</sup> safe place?

## 10. Field Sobriety tests

a. Where performed?

☐ In front of police car and behind client's car? ☐ Shoulder ☐ Sidewalk. ☐ Parking Lot.

b. Lighting conditions?

☐ Street Lights ☐ Spot Light ☐ Headlights ☐ Emergency Lights

Other:

c. Weather:

☐ Dry ☐ Raining ☐ Wet ☐ Hot ☐ Warm

☐ Cold ☐ Windy ☐ Ice ☐ Snow ☐ Cool

Other:

d. Defendant's clothing:

e. Grade and surface where test performed:

☐ Upgrade ☐ Downgrade ☐ Right Grade ☐ Left Grade ☐ Road Crowning

f. Performance.

☐ HGN ☐ OLS ☐ WAT ☐ Alphabet ☐ Finger to Nose ☐ Finger Touch

i. Does officer explain or demonstrate tests? ☐ Explained ☐ Demonstrated ☐ No

Instructions:

ii. What did defendant understand he was required to do?

☐ Yes ☐ No

☐ Understood ☐ Misunderstood ☐ Questions re: ☐ Directions Improper as to:

☐ HGN ☐ OLS ☐ WAT ☐ Alphabet ☐ Finger to ☐ Nose ☐ Finger Touch

Was (s)he told lie could Not sway ?

☐ Yes ☐ No

iii. How He/She thinks he performed:

☐ Well on all. ☐ Poor on All ☐ Well on the following:

☐ HGN ☐ OLS ☐ WAT ☐ Alphabet ☐ Finger to Nose ☐ Finger Touch

iv. Ask defendant how many times officer had him perform each test.

HGN      x's      OLS      x's      WAT      x's

Alphabet      x's      Finger to Nose      x's      Finger Touch      x's

g. Was PBT offered? ☐ Yes ☐ No

h. Explain to client difference between PBT and intoximeter test.

Result . ☐ Rights Form Executed

Advised that it could be used at MVA Hearing? ☐ Yes ☐ No.

## 11. Arrest

a. When was defendant told he was under arrest?

After : ☐ HGN ☐ OLS ☐ WAT ☐ After PBT

i. Was defendant Mirandized? ☐ Yes ☐ No

ii. When?

iii. Where?



iv. What statements did defendant make? ☐ Admits to drinking. # of drinks admitted

☐ Admits after arrest (Miranda Issue).

b. Officer asked about taking intoximeter test at the ☐ scene / ☐ at station/ ☐ in car?

i. What was defendant told? ☐ DR-15 only.

ii. What rights did the officer explain? ☐ DR-15 only.

iii. What did defendant do or say in response to that advisement?

☐ Agreed to test.

## 12. Station

a. Did defendant have trouble exiting police car, walking to station, walking in station,  
while handcuffed? ☐ Yes ☐ No

b. Does defendant request to speak to attorney? ☐ Yes ☐ No

i. What is officer response to that request? ☐ Granted Request. ☐ Attorney Reached.

c. DR-15

i. Is form read to defendant? ☐ Yes ☐ No

ii. Is it given to defendant to read himself? ☐ Yes ☐ No ☐ Just told to sign.

iii. What did officer tell defendant re intoximeter test? refusal, etc. ☐ DR-15 only

iv. What information did officer provide re MVA suspension? ☐ DR-15 only

d. Breath test

i. Was someone with defendant for 20 minutes prior to test?

☐ Yes ☐ No ☐ Unsure ☐ Stacking ☐ Started from Time of Arrest

ii. Have the defendant describe how test was administered to him.

☐ Blow until I say stop. ☐ Blow as hard as you can. ☐ Blow until the stars reach end.

iii. Ask defendant how many times he was required to take the test .

☐ 3x's ☐ 2x's ☐ 1x's ☐ Refusal ☐ Refusal by conduct.

iv. Was defendant provided with a copy of the intoximeter results? ☐ Yes ☐ No

v. Did defendant understand He/She could have his own test done afterwards?

☐ Yes ☐ No

**13. Post Arrest**

a. How did defendant get home from the station? ☐ Officer ☐ Friend ☐ Spouse ☐ Roommate

i. What time was he released?

ii. What were the conditions of his release?

☐ Discretionary Release.

☐ Bail in the amount of \$

Other:

b. Who did the defendant see next (i.e., ☐ relative, ☐ spouse, ☐ friend, ☐ roommate etc..)?

i. When?

ii. Who contacted that person?

☐ Defendant ☐ Officer ☐ Other: .

OTHER NOTES: