

## Sample CONFIDENTIAL CRIMINAL INTERVIEW FORM

By Kenneth Vercammen, Deputy Chair, Criminal Law Committee, ABA GP Solo & Small Firm

The defense of a person charged with possession of drugs or other criminal charges is not impossible. Attorneys should not merely suggest that their client plead guilty to save a few dollars. There are a number of viable defenses and arguments which can be pursued to achieve a successful result. Advocacy, commitment, and persistence are essential to defending a client accused of a criminal offense.

Perhaps you can revise this form to help your practice. We require all potential clients fill out the following interview form in all misdemeanor/ disorderly persons offenses.

### 1. CONFIDENTIAL CRIMINAL INTERVIEW FORM

KENNETH VERCAMMEN & ASSOCIATES, PC  
ATTORNEY AT LAW  
2053 WOODBRIDGE AVENUE  
EDISON, NJ 08817  
732-572-0500  
PLEASE PRINT

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_ ZIP \_\_\_\_\_

CELL #(\_\_\_\_\_) \_\_\_\_\_ PHONE-DAY(\_\_\_\_\_) \_\_\_\_\_

NIGHT (\_\_\_\_\_) \_\_\_\_\_

TODAY'S DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ E-MAIL \_\_\_\_\_

Referred By: \_\_\_\_\_

If referred by a person, is this a client or attorney?

CHARGES/TICKETS ISSUED [provide tickets, hearing notice and other important papers to front desk to be copied]

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

IMPORTANT INFORMATION

Date of Offense: \_\_\_\_\_ Time: \_\_\_\_\_ (A.M./P.M.) Your Age \_\_\_\_\_  
Town: \_\_\_\_\_ (street/location)? \_\_\_\_\_  
What Happened: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Write additional details on the back of this page.  
YOU MUST FILL OUT BOTH  
PAGES PRIOR TO SEEING THE ATTORNEY.

Kenneth Vercammen, Esq. Confidential interview form  
Other Persons Arrested or Witnesses:

co-defendant/ Witness Name	Their Address	Phone No.
What did you tell the police? _____	_____	_____
_____	_____	_____

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Town: \_\_\_\_\_  
[Attach your business card to clipboard.]  
Do you need your drivers license for work? \_\_\_\_\_ Distance driven to work: \_\_\_\_\_

Prior criminal arrests or convictions, even if charges dismissed (include description of each charge, date of arrest, and town/county of arrest. -If none, write none):

\_\_\_\_\_  
\_\_\_\_\_

Prior motor vehicle convictions, town and year (ex: drunk driving, driving while suspended, no insurance, etc. -If none, write none): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Prior Traffic ticket  
downgrades to no point tickets since 1999 [39:4-97.2]:

1. Town \_\_\_\_\_ Year \_\_\_\_\_ [if none, write none]
2. Town \_\_\_\_\_ Year \_\_\_\_\_

[Please note the DMV/MVC only permits 2 "no point" downgrades in 5 years.]

If you are not a US Citizen, please check here: \_\_\_\_\_

What questions do you have/ how can we help you and anything else important:  
\_\_\_\_\_

All new clients are entitled to receive our Free Email Newsletter featuring updates in Traffic Law, Criminal and Personal Injury. Please help yourself to all brochures in the reception area. If you have a business card, please attach it to the clipboard. All paid clients receive a T-shirt upon request. This page must be filled out before meeting with the attorney. Thank you.

Thank you for contacting Kenneth Vercammen & Associates, PC for representation in a municipal court matter.

1. Legal Services To Be Provided- Please read!

We will review and research necessary statutes and caselaw, speak with the prosecutor, prepare defenses and determine mitigating factors. We agree to provide conscientious, competent and diligent services and at all times will seek to achieve solutions which are just and reasonable for you.

1. Office consultation with client
2. Preparation of statement to provide legal services [ retainer agreement setting forth fees and work to be performed;
3. Offer sound legal advice to client;
4. Preparation of letter of representation to Municipal Court after fee paid;
5. Preparation of letter of representation to Municipal Court Prosecutor;
6. Review documents supplied by client and court;
7. Copies of all correspondence to Court and Prosecutor to client;
8. Opening of file and client may have free client case folder, Municipal Court brochure, DMV points brochure, and Website brochure;
9. Review of necessary statutes and case law;
10. Follow up with Municipal Prosecutor for discovery if suspension or jail is likely;
11. Prepare defense and mitigating factors;
12. Miscellaneous correspondence, drafting of brief/ pleadings if needed;
13. Review Court hearing notice and send letter to client to remind them of hearing
14. Travel to Municipal Court;
15. Representation in Municipal Court.
16. Preparation of End of Case Letter and client questionnaire.
17. Free Brochures provided on other legal topics such as Personal Injury, Worker's Comp, Wills, Probate and other matter we help clients
18. Free subscription to monthly e-mail newsletter.
19. Answer specific questions after the case is over
20. Free T-shirts, Magnets, Can Koozie, Stadium Cup, Free USA Keychains, USA Flag Calendar for clients - Please ask.

Legal Fees.

Fees must be paid by VISA, Master Card, American Express, check, money order or cash. Make checks payable to Kenneth Vercammen Law Office today. Fees are to be paid at initial consultation (today). Fees must be paid in full prior to a Letter of Representation being sent to the Court. Neither this office nor other area attorneys accept payment plans if the fees are less than \$2,500. Fees are not reduced and not negotiable. We cannot send a letter of representation to the court until the Retainer is paid in full. This is a non-refundable retainer/representation fee, pursuant to Superior Court decisions and New Jersey RPC.

What you should do: After you have retained [paid] your attorney, call the court, plead not guilty and give the court the name of your attorney. In traffic tickets, the phone number is on the back of the ticket.

Write your notes on the back of this paper during your interview.

Enjoy your many ABA benefits.

General Practice, Solo and Small Firm Division:  
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