

**Establishment of Women Legal Clinic Centers, Kano**

**New Case Intake Form Paralegal Name: Location:**

|  |  |  |
| --- | --- | --- |
| **Case Number**  | **Date Opened** | **Person(s) Seeking Assistance** |
|  |  | *Name* | *Gender* | *Age* | *Employment* |
|  |  |  |  |  |  |
| **Client Contact Information**  | **Has Client Sought Assistance Elsewhere? Where?** |
|  |  |
|  |  |
| **Summary of Problem**  | **Client Goals/Desired Outcome** |
|  |  |
|  |  |
| **Client Request for Assistance / Understanding of Role of Paralegal** |
| *Paralegal will read / translate the following to the client and ensure he/she understands before signing* |
| 1. Request for assistance. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am seeking assistance from paralegal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and wish him/her to assist me in resolving my problem.
2. Confidentiality. I understand that the paralegal will keep information I tell him/her confidential unless I authorize him/her to share information to help resolve my problem, except that information will also be reported to [**Isa Wali Empowerment Initiative Kano**] and its funders, Global Rights.
3. Scope of services. I understand that the paralegal is not an advocate or licensed to practice law. The paralegal can provide me with legal information, counseling or mediation, or can accompany me when I go to authorities such as the police, Local Council Courts, etc, or can refer me to others who may help.
4. Prior consent. I understand that the paralegal will discuss with me before taking any actions on my behalf and will only undertake actions on my behalf with my consent.
5. Free services. I understand that the paralegal’s services are free although I may have to pay court fees (if any).
6. Questions/complaints. I understand that if I have any questions/complaints about the paralegal services, I may contact [**Isa Wali Empowerment Initiative Kano**] at [**08094790000, 08074790000 0806 ISAWALI**].

Signature / thumb print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



**Establishment of Women Legal Clinic Centers**

**Fom din kara Sunan : Gari:**

|  |  |  |
| --- | --- | --- |
| **Lambar Kara**  | **Kwanar Wata** | **Mai Neman Taimako** |
|  |  | *Suna* | *Jinsi* | *Shekara* | *Aiki* |
|  |  |  |  |  |  |
| **Adreshi** | **Mai kawo kara ya nemi taimako a wani waje daban? Ina?** |
|  |  |
|  |  |
| **Taikatawan Matsaloli** | **Mene ne Makusidin ka** |
|  |  |
|  |  |
| **Mai kawo kara na neman taimako/Fahimcewar aikin Paralegal** |
| *Paralegal zai karanto/ganar da mai nemar taimako/kafin ya sa hannu* |
| 1. Neman taimako. Ni, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ina Neman taimako daga paralegal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ kuma Ina so ka/ki taimaka a warware mun matsala na.
2. Amana. Na fahinta cewa paralegal zai bar duk abinda Na gaya mai akam amana har saina yadda ka/ki bada sanarwa wanda zai taimaka a warware mun matsala, sai kuma wannan sanarwa za a kai wa[Isa Wali Women Empowerment Initiative] rahoto da kuma masu asusanta shi, Global Rights.
3. Sha’anonin Aikin Na fahinta cewa paralegal din ba lauya bane kuma bayida takarda/iznin yin aikin lauya.Amma paralegal zai iya tanadar mun da sani na biye da doka, shawara ko yin sulhu, ko raka ni wajen hukuma kamar yan sanda, majalisan kotun karamin hukuma, da sauransu, ko ya mika ni wajen wasu wanda zasu iya taimakawa.
4. Daukar Izni Na fahinta cewa paralegal zai tattauna da ni fain ya dauki mataki a kaina kuma zai dauka karsashi ne kawai a kai Na da izni na.
5. Yanaccen Hidima. Na fahinta cewa hidiman paralegal kyauta ne amma zan ringa biya ijaran kotu (in akwai).
6. Tambayoyi/Kai kara. Na fahinta cewa in ina da wani tambaya/kara akan hidimar paralegal, sai inyi magana da [**Isa Wali Empowerment Initiative Kano**] ah [**08094790000, 08074790000 0806 ISAWALI**].

 Sa Hannu : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Kwanar Wata: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



FOM 3 Kwanar Wata \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TAKARDAR YARJEJENIYA

An yi Wanan Yarjajeniya tsakanin

Suna \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Da

Suna\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kwanan wata\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sun yarda akan

1.

2.

3.

4.

**Shaidu**

Suna\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sa hannu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suna\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sa hannu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sunan mai sulhu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_sa hannu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_