

# Orientation Request Form

\*Please note: Orientations MUST be requested a **week or more in advance of the plea date**. Any requests received with less than a week until the plea date will be denied and the plea will need to be rescheduled. If a client is more than 10 minute late, or is a no-show, they will need to contact Amanda Parlow 608-269-8028 to reschedule.

Client Name: \_\_\_\_\_

Client Email: \_\_\_\_\_

Client Phone: \_\_\_\_\_

Attorney: \_\_\_\_\_

Attorney Email: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

Program Requesting Orientation For: Choose an item.

Client Prefers: In Person

Appointment Time Preference: Choose an item.

Appointment Day Preference: Choose an item.

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Office Use Only:

Date Request Received: \_\_\_\_\_

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

Method: \_\_\_\_\_

Paperwork Sent: \_\_\_\_\_

Orientation Complete: Choose an item.

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