

**SUPPORT IN ☐ COURT ☐ POLICE STATION ☐ PRISON**

[illegible]

ॐॐॐॐॐॐॐ ॐॐॐॐ / ॐॐॐॐॐॐॐॐ ॐॐॐ ॐॐ (PROFILE NO/ CENTRAL ID NO)	
ॐॐॐॐ (District)	

## 1. ██████████ ████████ (General Information)

1.1	নাম (Name)	পূর্ণ নাম (Full Name)	নিক নাম (Nick Name)
1.2	পিতার নাম (Father's Name)		
1.3	মাতার নাম (Mother's Name)		
1.4	লিঙ্গ (Sex)	<input type="checkbox"/> পুরুষ (Male) <input type="checkbox"/> মহিলা (Female) <input type="checkbox"/> ট্রান্সজেন্ডার ব্যক্তি (Transgender Person)	
1.5	বয়স (Age)		
1.6	অসুস্থতা (Disability)	<input type="checkbox"/> হ্যাঁ (Yes) <input type="checkbox"/> নো (No)	
1.7	জাতীয়তা (Nationality)		
1.8	জাতীয় পরিচয়পত্র/ পাসপোর্ট নং/ জন্ম সনদ নং [National ID/ Passport No/ Birth Certificate No.]		
1.9	যোগাযোগের ঠিকানা (Contact Address) গৃহ/ গ্রাম (House/ Village) : পুলিশ স্টেশন (Police Station) : রাস্তা/ পোস্ট অফিস (Road/ Post Office) : উপজিলা (Upazilla) : পিন কোড (Zip Code) : জেলা (District) :		
1.10	ফোন নম্বর (Phone Number)	( ) ( )	

**B. □□□□ □□□□ (SESSION INFORMATION**

## 2. □□□□□□□□□□ □□□□ (Information of Interview)

Process No:		
2.1	□□□□□□□□ □□□□□□ □□□□ (Date of Interview)	
2.2	□□□□□□□□ □□□□□□ □□ (Time of Interview)	
2.3	□□□□□□□□ □□□□□□ □□□□, □□□□/ □□□□□□/ □□□□□□□□ □□ (Place of Interview, Name of police station/court/ prison)	

**C. [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] (PERSONAL INFORMATION)**

### **3.                     ,                                                                         (Family Detail, Education, and Income Information)**

3.1	<p>婚後狀況 (Marital Status)</p> <p><input type="checkbox"/> 已婚 (Married)      <input type="checkbox"/> 離婚 (Divorced)</p> <p><input type="checkbox"/> 單身 (Single)      <input type="checkbox"/> 寡婦/寡夫 (Widow)</p>
3.2	<p>如果已婚，配偶姓名 (If married then, Spouse Name)</p>
3.3	<p>教育程度 (Level of education)</p> <p><input type="checkbox"/> 文盲 (Illiterate)      <input type="checkbox"/> 高中 (Higher Secondary)</p> <p><input type="checkbox"/> 能簽名 (Can sign)      <input type="checkbox"/> 大學 (Graduate)</p> <p><input type="checkbox"/> 小學 (Primary)      <input type="checkbox"/> 研究所 (Postgraduate)</p> <p><input type="checkbox"/> 中學 (Secondary)</p>
3.4	<p>職業 (Occupation) [逮捕時職業 (Occupation at time of arrest)]</p>
3.5	<p>最後月收入 (Last monthly income) [逮捕時收入 (Income at time of arrest)]</p>

3.6	৳৳৳৳৳৳/৳৳৳৳৳৳৳৳ ৳৳ ৳৳ ৳৳৳৳৳৳/৳৳৳৳৳৳৳৳ ৳৳৳৳ ৳৳৳ ৳৳ ৳৳? (Have family/relative been informed about his/her dispute/case/arrest?)	<input type="checkbox"/> ৳৳৳৳ (Yes) <input type="checkbox"/> ৳৳ (No)
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৳.৳ ৳৳ ৳.৳ ৳৳৳৳ ৳৳৳৳৳৳৳ ৳৳৳ ৳৳৳৳৳৳ ৳৳৳ ৳৳৳৳৳৳ (3.7 and 3.8 part is applicable only for Female Prisoners)

3.7	৳৳৳ ৳৳৳৳৳ ৳৳৳ ৳৳ ৳৳৳ (৳৳ ৳৳ ৳৳৳৳৳) ৳৳৳৳৳৳ ৳৳৳৳৳ ৳৳৳? [Are there children (one or more) accompanying with the female prisoner?]	<input type="checkbox"/> ৳৳৳৳ (Yes) <input type="checkbox"/> ৳৳ (No)								
3.8	৳৳ ৳৳৳৳ ৳৳, ৳৳ ৳৳৳ ৳৳ ৳৳৳৳৳ ৳৳৳ ৳৳ (If yes, then provide the information on accompanied children)	<table border="1"> <tr> <td>Sex</td> <td> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Person         </td> <td>Age</td> <td></td> </tr> <tr> <td>Sex</td> <td> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Person         </td> <td>Age</td> <td></td> </tr> </table>	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Person	Age		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Person	Age	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Person	Age								
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Person	Age								

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#### 4. ৳৳৳৳৳৳ ৳৳৳ (Information of Guardian)

4.1	৳৳৳৳৳৳৳৳৳/ ৳৳৳৳৳৳৳ ৳৳৳৳৳ ৳৳৳৳৳ ৳৳ ৳৳৳? (Does the Justice seeker/ prisoner have local guardian?)	<input type="checkbox"/> ৳৳৳৳ (Yes) <input type="checkbox"/> ৳৳ (No)
	৳৳ ৳.৳ “৳৳৳৳” ৳৳, ৳৳ ৳৳৳৳৳ ৳.৳ ৳৳৳ ৳.৳ ৳৳৳৳ ৳৳৳ ৳৳৳ (If 4.1 “Yes”, then fill up the 4.2 to 4.6 part)	
4.2	৳৳৳৳৳৳ ৳৳ (Guardian’s Name)	
4.3	৳৳৳৳৳৳ ৳৳৳৳ (Guardian’s Address)- ৳৳৳/ ৳৳৳৳ (House/ : ৳৳৳ (Police : Village) Station) ৳৳৳৳/ ৳৳৳৳ (Road/ Post : ৳৳৳৳ (Upazilla : Office) ৳৳ ৳৳ (Zip Code) : ৳৳৳ (District) :	
4.4	৳৳ ৳৳৳৳৳ (Phone Number)	
4.5	৳৳৳৳৳৳ ৳৳৳ ৳৳৳৳৳ (Relation with Guardian)	<input type="checkbox"/> ৳৳৳৳৳ ৳৳৳ (Family Member) <input type="checkbox"/> ..... ৳৳৳৳৳ (Neighbor) <input type="checkbox"/> ৳৳৳৳ (Relative) <input type="checkbox"/> ৳৳৳৳৳ (Other) .....
4.6	৳৳৳৳ ৳ ৳৳৳৳৳ ৳৳৳? (Will the Guardian act as surety?)	<input type="checkbox"/> ৳৳৳৳ (Yes) <input type="checkbox"/> ৳৳ (No)

#### 5. ৳৳৳ ৳৳৳৳৳৳৳ (Legal Representation)

5.1	৳৳৳৳৳৳৳৳৳/ ৳৳৳৳৳৳ ৳৳৳৳ ৳৳ ৳৳৳? (Does the Justice seeker/ prisoner already have a lawyer?)	<input type="checkbox"/> ৳৳৳৳ (Yes) <input type="checkbox"/> ৳৳ (No)
	৳৳ ৳.৳ “৳৳৳৳” ৳৳, ৳৳ ৳৳৳৳৳ ৳.৳ ৳৳৳ ৳.৳ ৳৳৳৳ ৳৳৳ ৳৳৳ (If 5.1 “Yes”, then fill up the 5.2 to 5.5 part)	
5.2	৳৳৳৳৳ ৳৳ (Type of Lawyer)	<input type="checkbox"/> ৳৳৳৳৳ (Personal) <input type="checkbox"/> ৳৳.৳৳.৳ (NGO) <input type="checkbox"/> ৳৳৳ ৳৳৳৳৳ ৳৳ (District Legal <input type="checkbox"/> ৳৳৳৳৳ (Other) Aid) ..... <input type="checkbox"/> ৳৳৳৳ ৳৳৳৳৳ ৳৳৳৳৳ (State <input type="checkbox"/> Defense)
5.3	৳৳৳৳৳ ৳৳ (Lawyer’s Name)	
5.4	৳৳৳৳৳ ৳৳৳ ৳৳৳৳৳ (Membership number of Lawyer)	
5.5	৳৳ ৳৳৳৳৳ (Phone Number)	

#### 6. ৳৳৳ ৳৳৳ (Details of Incident)

6.1	6.1. <b>6.1. Brief of Incident</b> ..... ..... ..... ..... ..... ..... .....
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**Part D is applicable Only for Support in Court and Police Station**

**D. SUPPORT IN COURT AND POLICE STATION**

[ (•) ]

**7. Case Information**

7.1	7.1. Is the interviewee in police/ court custody? ..... ..... ..... ..... ..... ..... .....	<input type="checkbox"/> Police custody <input type="checkbox"/> Court custody <input type="checkbox"/> Not applicable
	If 7.1 "Yes", then fill up the 7.2 and 7.3 part)	
7.2	7.2. What are the charges? ..... ..... ..... ..... ..... ..... ..... ..... .....	
7.3	7.3. Date of arrest .....	Case Number .....

**8. Nature of Assistance**

Sl. No.	Details of Assistance	Date
8.1	<input type="checkbox"/> Communicate with families/ relatives	
8.2	<input type="checkbox"/> Referred for legal representation- <input type="checkbox"/> District Legal Aid Office <input type="checkbox"/> District Project Officer <input type="checkbox"/> NGO's Panel Lawyer, please specify ..... <input type="checkbox"/> Other, please specify .....	..... ..... ..... .....
8.3	<input type="checkbox"/> Collected Vokatnama (power of attorney)	
8.4	<input type="checkbox"/> Collected case document (FIR, CS, Police forwarding, judgment etc.) from Courts and other places	
8.5	<input type="checkbox"/> Identify sureties (details with National ID and Phone No.) 1. ..... 2. .....	
8.6	<input type="checkbox"/> Communicate with witness	
8.7	<input type="checkbox"/> Assist in collecting medical report	

Sl. No.	Assistance Details (Details of Assistance)	Date (Date)
8.8	<input type="checkbox"/> Legal assistance to women/ children/ juveniles/ vulnerable persons detained in police station	
8.9	<input type="checkbox"/> Assistance to women/children/juveniles/vulnerable persons under police custody to return to family/ legal guardian	
8.10	<input type="checkbox"/> Referral for other services <input type="checkbox"/> District Legal Aid Office <input type="checkbox"/> NGOs RJ/ Mediation, please specify ..... <input type="checkbox"/> Village Court <input type="checkbox"/> Safe Home	..... ..... ..... .....

9. Result (Result)

Sl. No.	Details (Details)	Date (Date)
9.1	<input type="checkbox"/> Resolved dispute	
9.2	<input type="checkbox"/> Appoint lawyer	
9.3	Released on <input type="checkbox"/> Bail <input type="checkbox"/> Guilty Plea <input type="checkbox"/> With fine .....	..... ..... .....
9.4	<input type="checkbox"/> Other result, please specify .....	

10. District Legal Aid Office Information (District Legal Aid Office Information)

Sl. No.	Details (Details)	Date (Date)
10.1	Mode of application for District Legal Aid Service <input type="checkbox"/> Online Application <input type="checkbox"/> Office Application	..... .....
10.2	If the application referred to the District Legal Aid Office is received, write the reference number of the received application	
10.3	Type of service received at District Legal Aid Office <input type="checkbox"/> Legal advice <input type="checkbox"/> Alternative Dispute Resolution <input type="checkbox"/> Filing new lawsuit <input type="checkbox"/> Legal aid in existing cases	..... ..... ..... .....

11. Description of Service Provided (Description of Service Provided)

11.1	Description of Service ..... ..... ..... ..... .....
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**E.**                                           (SUPPORT IN PRISON)

## 12. ██████████ ██████████ ██████████ (Basic Case Information)

[illegible]

**13. [REDACTED] [REDACTED] (Imprisonment Information)**

13.1	□□□□□ □□□□□ (Basic condition)	<input type="checkbox"/> □□□□□ (Regular) <input type="checkbox"/> □□□□□ (On Call) <input type="checkbox"/> □□□□□ □□□□□ (Safe Custody)
13.2	□□□□□□□□ □□□□□ (Status of imprisonment)	<input type="checkbox"/> □□□□□□□□ (Under trial) <input type="checkbox"/> □□□□□□□□□ (Convicted) <input type="checkbox"/> □□□□□ □□□□□ □□□□□□□ (Released Prisoner) <input type="checkbox"/> □□□□□□□□□□ □□□□□ □□□□ □□□□□□ <input type="checkbox"/> □□□□□□□□□ (Sentenced but undertrial for another offense) <input type="checkbox"/> □□□□□□ □□□□□ (Foreigner)
13.3	□□□□□ □□□□□ (Special condition)	<input type="checkbox"/> □□□□□□ □□□□□ (Critical Ill) <input type="checkbox"/> □□□□□ (Disable) <input type="checkbox"/> □□□□ □□□□□□ (Other condition) .....
13.4	□□□□□□□□□□ □□□□□ (Date of arrest)	
13.5	□□□□□□□□□□□□ □□□□□ (Date of surrender)	

**14. [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] (Nature of Assistance)**

[ 〇〇〇 (・) 〇〇〇〇〇 〇〇〇〇〇 〇〇〇 〇〇〇〇 〇〇〇〇〇 〇〇〇 〇〇〇〇〇〇〇〇〇 〇〇〇〇〇 〇〇〇〇〇 ]

Sl. No.	□□□□□□ □□□□ (Details of Assistance)	□□□□ (Date)
14.1	<input type="checkbox"/> □□□□□□□ □□□ □□□□□□ (Communicate with families/ relatives)	
14.2	□□□□□ □□□□□□□□□□□□ □□□□ □□□□□□ (Referred for legal representation)- <input type="checkbox"/> □□□□ □□□□□□□ □□□ □□□□ (District Legal Aid Office) <input type="checkbox"/> □□□□ □□□□□□□ □□□□□□□□□□ (District Project Officer) <input type="checkbox"/> □□□□□□ □□□□□□□ □□□□□□□□□□, □□□□□□□ □□□□ (NGO's Panel Lawyer, please specify) ..... <input type="checkbox"/> □□□□□□□□□ (Other, please specify) .....	..... ..... ..... .....

Sl. No.	Assistance Details (Details of Assistance)	Date (Date)
14.3	<input type="checkbox"/> 'On Call' prisoners from court (Collect next court date for "On Call" prisoners from court) 1. Collection date (Collection date) 2. Next Court date (Next Court date)	  
14.4	<input type="checkbox"/> Collected case document (FIR, CS, Police forwarding, judgment etc.) from Courts and other places]	
14.5	<input type="checkbox"/> Identify sureties (details with National ID and Phone No.) 1. 2.	
14.6	<input type="checkbox"/> Communicate with Witness)	
14.7	<input type="checkbox"/> Communicate for submission of bail bond)	
14.8	<input type="checkbox"/> Communicate with relevant institutions/Prison for conveying Court Orders.)	
14.9	<input type="checkbox"/> Application filed for certified copies)	
14.10	<input type="checkbox"/> Assistance in appeal)	
14.11	<input type="checkbox"/> Communicate with relevant Ministries, Embassy, High Commission, International Organization etc. (with contact details) .....	
14.12	Other legal assistance) <input type="checkbox"/> Assist in depositing fine for convicted prisoner) <input type="checkbox"/> Communicate with Court for sending conviction warrant to the prison) <input type="checkbox"/> Other, please specify)	   

15. Result

Sl. No.	Details (Details)	Date (Date)
15.1	Released on) <input type="checkbox"/> Bail granted) <input type="checkbox"/> Discharged/ FRT) <input type="checkbox"/> Acquitted) <input type="checkbox"/> Released after guilty plea) <input type="checkbox"/> Released from safe custody) <input type="checkbox"/> Date when repatriated (Foreign prisoners)]	

15.2	<input type="checkbox"/> <b>Send to:-</b> <input type="checkbox"/> Safe Home <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Own Custody <input type="checkbox"/> NGO Shelter Home <input type="checkbox"/> Child Development Centre <input type="checkbox"/> Victim Support Centre <input type="checkbox"/> Others, please specify	
15.3	<input type="checkbox"/> Convicted Length of sentence ..... Sentence expires on .....	
15.4	<b>Result of the Appeal</b> <input type="checkbox"/> Sentence upheld <input type="checkbox"/> Acquitted <input type="checkbox"/> Sentence reduced <input type="checkbox"/> Sentence enhanced	
15.5	<input type="checkbox"/> Date of released from Prison	

**16. Description of Service Provided**

16.1	Description of Service ..... ..... ..... ..... ..... .....
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<input type="checkbox"/> File Closed	Date :
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Signature and date of District Project Officer

**Follow up Sheet**

Sl. No.	Interventions taken		Interventions to be taken	
	Date	Interventions	Interventions	Date
