

CLIENT INTAKE — CONFIDENTIAL

TEA / SBEC Educator Complaint Defense Intake Form

This form helps us evaluate your case quickly. All information is confidential. Complete what you can; we will cover anything missing during your free consultation. Call (214) 466-1398 if you need help.

Your Contact Information

Full Name (First, Middle, Last)

Date of Birth / Age

Phone (best to reach you)

Email

Current Address (Street, City, State, Zip)

Occupation / Employer

Preferred contact method and any voicemail / text restrictions

Case Status

Have you been arrested yet? Yes / No — If yes, date of arrest:

Arresting agency (Police Dept / Sheriff / DPS / Federal):

County of arrest:

Case / cause number (if known):

Next court date (if scheduled):

Court name and judge (if known):

Are you currently out on bond? Amount / type:

Current attorney (if switching) — name and firm:

The Incident

Date and time of incident:

Location (address or intersection):

Describe what happened in your own words (attach additional pages if needed)

TEA / SBEC Educator Complaint Defense — Specific Questions

Texas teaching certificate number:

School district and campus:

Position / role:

Years of service:

Date of TEA inquiry or investigation opening:

Nature of allegation:

Source of complaint (district, parent, student, TEA, criminal arrest):

Related criminal charges? Case number:

Any response already submitted to TEA? Attach copy:

Date for contested hearing at SOAH (if scheduled):

Prior disciplinary actions on certificate?

Currently teaching? Suspended? Resigned?

Prior Criminal History

Prior arrests (approximate year + charge):

Prior convictions (year, charge, outcome):

Currently on probation, parole, or deferred adjudication? Yes / No — Details:

Any outstanding warrants (in any state)?

Witnesses & Evidence

Names and contact info of people present:

Any video or audio recordings you are aware of (body cam, surveillance, cell phone)?

Physical evidence you have (receipts, messages, photos)?

Fee Arrangement

L and L Law Group offers flat-fee pricing with payment plans and third-party financing. Your fee will be quoted in writing before you sign a retainer. Select your preferred fee arrangement:

- Self-pay (single payment)
- Payment plan (installments)
- Third-party financing (approved lender)
- Please discuss — I am not sure what I can afford

Acknowledgment

Submitting this form does NOT create an attorney-client relationship. An attorney-client relationship is established only after L and L Law Group completes a conflict-of-interest check, both parties sign a written engagement agreement, and the firm accepts the representation in writing. Do not send confidential information through unsecured channels.

Signature

Date

NEXT STEPS

Return this form to L and L Law Group by emailing to info@landllawgroup.com, bringing to your consultation, or uploading via our secure contact form at friscocriminalattorneys.com/contact.html. Call (214) 466-1398 24/7 to schedule a free consultation.