# About the Client

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Click or tap here to enter text. | | | | | |
| Address | Click or tap here to enter text. | | | | | |
| Telephone | Click or tap here to enter text. | | | | | |
| Email | Click or tap here to enter text. | | DOB/Age | | Click or tap here to enter text. | |
| Other contact person  (Name, relationship, and phone number) | Click or tap here to enter text. | | | | | |
| Best way to communicate with client | Click or tap here to enter text. | | | | | |
| Disability type | Click or tap here to enter text. | | | | | |
| Type of Issue  (X applicable) | Guardianship | . | | Administration | | . |

# About the Status

|  |  |  |
| --- | --- | --- |
| Cross as applicable/complete detail | **Guardianship** | **Administration** |
| Current VCAT orders in place | Click or tap here to enter text. | Click or tap here to enter text. |
| Expiry date of current orders | Click or tap here to enter text. | Click or tap here to enter text. |
| Application made to VCAT for new order/review pending | Click or tap here to enter text. | Click or tap here to enter text. |
| Hearing listed (include date) | Click or tap here to enter text. | Click or tap here to enter text. |

# Current Arrangements - guardianship

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Guardian (X) | Office of Public Advocate | . | Other | . |
| If other, name and relationship | Click or tap here to enter text. | | | |
| Concerns of client  (bold, underline or circle) | * Doesn’t need a guardian * Guardians decision making * Wants a different guardian | | | |

# Current Arrangements - administration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Administrator (X) | State Trustees | . | Other | . |
| If other, name and relationship | Click or tap here to enter text. | | | |
| Concerns of client  (bold, underline or circle) | * Doesn’t need administrator * Administrators decision making * Wants a different administrator | | | |

# About You

|  |  |
| --- | --- |
| Your name | Click or tap here to enter text. |
| Organisation | Click or tap here to enter text. |
| Contact details | Click or tap here to enter text. |
| Have you referred elsewhere as well? | Click or tap here to enter text. |
| Is this an ongoing client, or just a warm referral? | Click or tap here to enter text. |
| Today’s date | Click or tap here to enter text. |

# Next Steps

Once you have completed this form, you should send it to [legal@villamanta.org.au](mailto:legal@villamanta.org.au).

The form will be reviewed by our intake team. They may call to discuss, or let you know whether this is a matter we can assist with.

Unless the matter is urgent, it will be placed on our waitlist, pending the next casework meeting (held fortnightly). If there are other relevant details we need to be aware of, please attach these to the form when submitting, along with relevant VCAT orders or notices.