

CLIENT INTAKE—CSA QUESTIONNAIRE

LAWYER-CLIENT PRIVILEGE AND CONFIDENTIALITY NOTICE

The information requested below will enable Watch Tower Legal Department (the “Legal Department”) to provide legal advice to the congregation and others who share a common interest with the congregation. The information will also enable the Legal Department to jointly defend the congregation elders, and the organisation of Jehovah's Witnesses, should litigation arise. To preserve lawyer-client confidentiality, this form should not be shared with anyone, except the Legal Department. If questions arise, please call the Legal Department at 020 8371 3416.

The body of elders should assign two elders to investigate the allegation(s) and complete this questionnaire after reviewing the following instructions.

- Please fill in this questionnaire as completely as possible, doing so as a matter of priority. We appreciate how busy you are and how challenging this may be, and we are grateful for your kind assistance. Given the great importance of child safeguarding, we know you will follow through diligently and Jehovah will surely be with you as you do so. (Prov. 18:13; Jas. 1:5)
- The information requested below focuses on the alleged sexual abuse or sexual misconduct involving the specific accused (B1) and the specific victim (C1). **A separate questionnaire should be completed for each alleged victim.** If you become aware of other victims or other crimes relating to this specific accused, call the Legal Department right away to receive further legal advice. (See letters to all bodies of elders dated October 1, 2012, and November 6, 2014.)
- As part of your investigation, speak with the accused and any adult victim when possible. **Do not speak with a minor without first telephoning the Legal Department.** As needed, you may orally consult with the body of elders of any congregation that has knowledge of the matter. If you have any questions regarding whether to contact a particular person or body of elders, please contact the Service Department.
- Read all of the questions carefully and provide *concise* answers. Answer all questions. Do not guess. If an answer is unknown, type “Unknown.” If a question does not apply, type “N/A.”
- When identifying individuals, use proper names and include other names they are also known as. Try to limit the use of pronouns (e.g., he, she, him, and her) in your answers.
- When providing dates, spell out the name of the month (e.g., September 1, 2015). When providing a congregation name, include the city.
- Confirm that the ages specified in Section E agree with the dates of birth for the accused and the victim specified in Sections B and C.
- **Slowly** placing the pointer or cursor over an answer field will provide you with additional instructions and examples.

The body of elders should review this questionnaire before returning it to ensure accuracy and compliance with these instructions. Within **two weeks**, the elder who received the questionnaire should reply electronically to the original message in his jw.org inbox and send the Legal Department the completed questionnaire as an attachment. **Do not send the completed questionnaire using any other method. Do not send any attachments along with this questionnaire.**

A. CONGREGATION INFORMATION:

1. Your Congregation:

(Number)	(Name)	(City)	(State)
2. Full names of investigating elders:

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3. Date this questionnaire was completed:

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4. Please list the names of all the elders on your body that were consulted in preparing this questionnaire:

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5. If any elders from a different congregation were consulted in preparing this questionnaire, please list name(s) and congregation(s):

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6. At the time of your initial report to the Legal Department, were you advised to report the allegation(s) (specified in E1) to the authorities?
- (a) If yes: (1) Date it was reported to the authorities:
- (2) Name of elder(s) who made the report to the authorities:
- (3) Name of agency that took the report:

B. ACCUSED INFORMATION:

1. Full name:
(First, Middle, Last, Suffix)
2. Gender: 3. Date of birth: 4. Date of baptism:
5. Congregation presently associated with:
6. Past congregation(s) associated with:
7. Current spiritual standing:
8. Has the accused ever been incarcerated for a child abuse crime?
9. Is the accused a registered sex offender?
10. Is the accused under government imposed restrictions?
- (a) If yes, what are the restrictions?

C. VICTIM INFORMATION:

Note: Do not speak with a minor without first telephoning the Legal Department.

1. Full name:
(Only one name should appear here. First, Middle, Last, Suffix)
2. Gender: 3. Date of birth: 4. Date of baptism:
5. Congregation presently associated with:
6. Congregation(s) associated with during the time of the alleged abuse:
7. Current spiritual standing:
8. Did you speak with the victim or parent(s)/guardian(s) of the victim about the alleged abuse?
- (a) If yes, when and what was discussed?

D. SOURCE INFORMATION:

Note: The term “accuser” refers to a person(s) making the allegation against the accused. It does not refer to a person who simply informs the elders.

- 1. Did the victim (specified in C1) make the allegation? (If yes, proceed to question D3.)
- 2. If not the victim (or accused), who made the allegation?

Provide the following information for each accuser, if known:

- (a) Full name:
- (b) Relationship of the accuser to the victim:
- (c) Congregation presently associated with:
- (d) Current spiritual standing:
- (e) How did the accuser learn of the alleged abuse?

- 3. When did the first elder(s) in your congregation learn of the alleged abuse *and* from whom (or how)?

- 4. Why is this allegation *now* coming to the attention of the elders?

- 5. If you discussed this matter with anyone else (other than elders), please list name(s) and congregation(s), if applicable.

E. ALLEGATION INFORMATION:

Note: When available, your answers to questions E1-E4 of this section should be based on the victim’s viewpoint, or the accuser’s if the victim’s viewpoint is unknown.

- 1. State the specific act(s) the accused is alleged to have committed against the victim and the frequency.

- 2. When did the alleged abuse take place?

- 3. Victim’s age(s) during the time of the alleged abuse:

- 4. Accused’s age(s) during the time of the alleged abuse:

- 5. What was the accused’s relationship to/with the victim during the time of the alleged abuse?

- 6. What is the accused’s current relationship to/with the victim?

- 7. Did the accused confess to or deny the alleged abuse to two or more witnesses? (See *ks10* chap. 5 par. 37.)

- (a) If the accused confessed to the abuse, was it voluntary or only after being confronted with the allegation?

(b) If the accused confessed to some, but not all, of the abuse, please explain:

[Redacted]

8. How does the victim, the victim’s family, or others who know of the alleged abuse presently view the accused?

[Redacted]

9. Have you observed any changes in the victim’s mental, emotional, or spiritual state as a result of the alleged abuse? If yes, please describe.

[Redacted]

F. COMMUNITY RESPONSE:

1. Is this allegation known inside the congregation (other than the victim’s immediate family members and the elders)?

(a) If yes, please explain:

[Redacted]

2. Is this allegation known outside the congregation?

(a) If yes, please explain:

[Redacted]

3. How is the accused viewed by members of the congregation?

[Redacted]

4. How is the accused viewed by the community?

[Redacted]

G. GOVERNMENT RESPONSE:

1. Did anyone (other than your congregation elders) report the allegation to the authorities?

2. Did the authorities investigate?

(a) If yes, what was the result of the investigation? When?

[Redacted]

3. Was the accused arrested?

4. Was the accused charged?

5. Was there a court proceeding regarding the allegation?

(a) If yes, was the accused convicted? When?

[Redacted]

(1) If yes, what was the result?

Imprisonment

Probation

Registered Sex Offender

Other; Explain:

[Redacted]

H. CONGREGATION RESPONSE:

1. Was the accused’s sin handled by a congregation judicial committee?

(a) If not, why not?

[Redacted]

- (b) If yes: (1) State the name of the congregation:
- (2) When did the congregation take judicial action?
- (3) What was the outcome?

2. What were the circumstances leading up to or contributing to the accused's sin?

3. Is there any additional information regarding this matter that would be helpful to know? If yes, please explain.

I. ACCUSED'S PAST MISCONDUCT:

Note: If the response to Question 1(a) below is "Yes" call the Legal Department regarding each additional victim (even if the victim's identity is unknown), unless your body of elders has already done so.

1. Two elders should ask the accused if he/she has ever been involved in or accused of sexual misconduct with any minor(s) other than the victim mentioned in C1, even if this was prior to associating with Jehovah's Witnesses.

Was this done?

(a) If yes, what was the accused's response?

(1) If yes, with how many minors?

a. Provide the name of each additional victim, his/her relationship to the accused, and whether the accused confesses to or denies the alleged abuse:

2. What is the *total* number of alleged victims (including the victim mentioned in C1)?

(For Official Use Only. Do Not Write Below This Line.)

General legal advice and direction:

1. The body of elders should review the applicable portions of the following direction: The Shepherding textbook (ks10): chapter 12, paragraphs 18–21 (reporting child abuse allegations and no legal suggestions to others); chapter 6, paragraphs 18, 19 (when media and/or authorities contact elders); chapter 4, paragraph 21 (treating victims with thoughtfulness and kindness); chapter 5, paragraph 39 (interviewing minors). Letters to all bodies of elders: November 17, 2010 (letters of introduction); November 6, 2014, paragraphs 10–12 (confidential information and court summons), and paragraphs 17–19 (restraining orders and disruptive individuals); April 10, 2012 (child pornography); and October 1, 2012 (child abuse). Please also review the Child Safeguarding Policy: par. 13 (inform parent); par. 14 (child at risk). If you have any questions about how to apply this information or if you need other theocratic direction, please telephone the Service Department.
2. If this becomes a congregation judicial matter, it should be handled just as any other case of serious wrongdoing, with the exception that the circuit overseer should be contacted for him to appoint a chairman (letter October 1, 2012, par. 11). The body of elders should monitor the situation carefully for the protection of other potential victims. Telephone the Legal Department again if any elder hears of the alleged/confessed abuse from any other person, learns of a new victim, or learns other new and significant information. Also, telephone the Legal Department again before interviewing any minor.
3. If any congregation elder learns of a case of child abuse in which a child may still be at risk of significant harm (as defined by law and decided cases) the congregation elder together with the congregation coordinator of the body of elders, or in his absence another congregation elder, are required to contact a Safeguarding Elder at the branch office of Jehovah's Witnesses to request situation-specific guidance and direction. A report to the police or other appropriate authorities will be made immediately by the congregation elders if it is determined that a child is still at risk.
4. Do not send the Legal Department or the Service Department any electronic or written correspondence unless you are specifically requested to do so. So as to protect the confidentiality of the legal advice you receive from the Legal Department and victims' privacy, please do not create any notes during any future investigation or judicial action.

We trust this direction will help you in caring for such delicate matters.