



FAMILY-CENTERED EDUCATION & DISABILITY ADVOCACY



COMPREHENSIVE LEGAL SERVICES Serving Families and Children with Special Needs Across the State of Texas Since 1998

WHY SHOULD I RETAIN AN ADVOCATE OR ATTORNEY?

Children with special needs and their families are confronted with multiple legal concerns on an ongoing basis. From birth to age 21, a variety of administrative, educational, medical and entitlement issues will arise that require skillful navigation. At these times, legal services must be easily accessible, affordable and tailored to their specific needs.

CIRKIEL & ASSOCIATES, P.C.

1901 E. Palm Valley Blvd.
Round Rock, Texas 78664
(512) 244-6658 [Telephone]
(512) 244-6014 [Facsimile]

OFFERING LEGAL SERVICES IN:

THE STATE OF TEXAS & BEYOND

MARTIN J. CIRKIEL

Attorney & Counselor at Law
Licensed Master of Social Work-AP
marty@cirkielaw.com

Marty began his social work career in the *Austin State Hospital* and later at the *Brenham State School*. In 1984 he became Director of the *Williamson County Mental Health Center-Round Rock*. After earning his law degree, he worked at *MHMR* litigating patient rights violations and health care fraud. In 1998, he opened his firm and currently practices before State, Federal, and Appellate Courts.

DAVID BEINKE

Director of Advocacy Services
(512) 244-6658 ext. 25 [Telephone]
specialedmarine@yahoo.com

With almost 30 years of case management experience in the mental health field and over 18 years with a law firm, David brings a proactive brand of support and non-attorney advocacy for children and families throughout the State of Texas. He also represents individuals in unemployment claims, workers comp cases, and ADA issues.

Education Advocacy

- Do you have any concerns with your child's education or their teacher's qualifications?
- IEPs and ARD representation
- 504 services for Pre-K through College & professional schools
- UIL and Athletics issues
- All disciplinary matters including suspensions and expulsions

Estate Planning

- Special Needs Trust & Wills
- Power of Attorney: Medical & Statutory Durable
- Advance Directive
- HIPAA release
- Successor Guardians or Trustees
- Living Trust
- Probate matters

Criminal Law

- Juvenile Law
- Adults with Special Needs

Guardianship

- Of the Person and/or Estate
- Annual Reporting
- Annual Accounting for Estates
- Successor Guardianship
- Transfer of Guardianships
- Court-ordered Management Trusts & Special Needs Trusts
- Guardian/Attorney Ad Litem
- Certified

Probate

- Probating Wills
- Determinate Heirship
- Muniments (Intestate Estates)
- Warranty Deeds
- Independent or Dependent Administration of Estates

Civil Litigation

- Americans with Disabilities Act
- Sections 504 & 1983 Claims
- Title IX Gender Discrimination
- Employment Discrimination
- Housing Discrimination

Benefit Programs

- Supplemental Security Income
- Social Security Disability Insurance
- Medicaid & Medicare

20+ YEARS IN EDUCATION LAW:
WE'VE ATTENDED 1,000s OF A.R.D.s
100s OF SUCCESSFUL MEDIATIONS

Visit us at www.cirkielaw.com and find staff bios, contact info, and directions to our office:

MARTIN CIRKIEL, Senior Attorney

STEVE GONZALES, Attorney

DOMINIQUE AUGUSTUS, Attorney

KEN CARDEN, Of Counsel Attorney - Metroplex

HOLLY TERRELL, Of Counsel Attorney - Houston

DAVID BEINKE, Director of Advocacy Services

MICHEAL KINSER, LMFT, Advocate

FERNANDO DE URIOSTE, Advocate

NANCY FLORES, Advocate

TIM SMITH, Advocate - West Texas

SHENIKWA MEDLOCK, Advocate - Metroplex

ANNA POPP, Advocate - Metroplex

MARIE HEIL, Advocate - Metroplex

FELICIA MIYAKAWA, Advocate - Greater Austin

ROBIN PETTY, Director of Social Work Services

AN'EL KLYELE-GIBBS, Paralegal

LORELEI KISAK, Paralegal

SARAH EBERHARDT, Legal Assistant



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Parent/Caller information

Name of parent(s) / custodian(s) / guardian(s):

How did you hear about our firm?

Address:

Primary Phone:

Secondary Phone:

Primary Email:

Secondary Email:

Occupations of family members:

What is the status of the student's parents? Married Divorced Single Parent Other

Please see question #18 on page 4 to detail any relevant family or parenting concerns.

Would you like information on drafting Estate Documents for you and/or your family members? yes no

These include a Will, Power of Attorney(s) (Medical, Durable, & Educational), a HIPAA release, Declaration(s) of Guardian for children/self, an Advance Directive to Physician, & **Special Needs Trust(s)**.

Student information

Name:

Date of Birth:

Grade:

What is the student's Ed classification? Special Ed (IEP) 504 Plan General Ed?

School District at issue:

Current District If Different:

School:

Student ID:

Last four of SSN#:

Insurance/Benefits information

Does the student have health insurance? yes no

If yes, what type (example: Medicaid, Cigna, Blue Cross)?

Does the student receive Social Security Benefits (SSI, RSDI)? yes no

If no, would you like information on benefits? yes no

Is the student seen by a Local Mental Health Authority (MHMR)? yes no

Our attorneys & advocates offer several different consultation options. Please indicate the choice that best fits your needs:

Martin Cirkiel, Senior Attorney (phone or in person)

\$350 for a one-hour consultation

Associate Education Attorney (phone or in person)

\$250 for a one-hour consultation

Education Advocate (phone or in person)

\$75 a one-hour consultation

A consultation with an Education Advocate may be arranged within 48 hours upon receipt of your completed form.

Please call 512-244-6658 ext. 25 or email info@cirkielaw.com to schedule a consultation with an advocate.

A consultation with an Attorney may take longer as it depends on their availability.

Please call 512-244-6658 ext. 22 or email lorelei@cirkielaw.com to schedule a consultation with one of the attorneys.

1. Brief Description of concerns:

Response-

2. If there was a specific incident, injury, or other issue, what was the first date it occurred and what was the last date it occurred?

Response-

3. If Student receives Special Education Services or Section 504 Accommodations what is the student's disability (eligibility criteria)?

Response-

4. What are the relevant portions of the student's IEP or Section 504 Accommodation Plan? (Please send)

Response-

5. If relevant, and you have it, please send the student's most recent psychoeducational evaluation (Full Independent Evaluation - FIE).

Response-

6. Has the student completed an Independent Educational Evaluation (IEE)? If so, when and who administered the testing? Please provide a copy of the IEE if available.

Response-

7. How has the School District failed to follow the IEP or Accommodation Plan?

Response-

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8. If grades are an issue, please be specific as to what subject.

Response-

9. If standardized testing is an issue, please name the test, the date and score.

Response-

10. If you have a specific complaint against an individual please describe.

Response-

11. If race, religion, nationality, gender or cultural identity is part of the complaint, please describe.

Response-

12. If the student child has experienced a physical or emotional injury (or both), please describe in detail, what occurred.

Response-

13. If the Criminal Justice System has been involved please describe.

Response-

14. How have you attempted to solve the above-noted problem or problems in the past?

Response-

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15. What would you like to be done for the student; i.e., specific assessments, independent evaluation, additional accommodations and modifications to the learning environment, behavioral programs, tutoring, assistive technology, extended school year (ESY), grades, absenteeism, staff training, better supervision for the child (1:1), better supervision of staff, private therapy/counseling [speech, occupational, physical, therapeutic], reimbursements for out-of-pocket expenses (private evaluations, transportation, therapies, etc.) [if so, be able to provide documentation], parental training, better communication between staff and parent, community resources, change in placement, transportation, home-school, home-bound, money damages...

Response-

16. If the student takes psychoactive medications please state the name of the doctor, medications, dosage and what they are for

Response-

17. If the student sees a therapist now, please state the name, type of therapy and frequency.

Response-

18. If any of the above has stopped, please explain why.

Response-

19. Are there any relevant family or parenting issues involved? If one parent has more rights than another, please describe (be prepared to provide a copy of the court order).

Response-

20. Are there any relevant family mental health issues involved? If so, please describe.

Response-

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21. If relevant, please provide a timeline of events. In doing so, note the date of the incident or incidents in question, who you communicated with (whether it be by phone, in person, email, text, letter), the response you received (if any) and from whom, and your reply to their response (if any).

Response-

22. Anything else you consider important?

Response-