

INDIVIDUAL COURT PREPARATION

H30
Rev 05-2019

Date: _____ Matter No: _____ Name: _____

CALL 800#	Confirm hearing is still scheduled. NCD is _____.
BILLING	C should be paid in full prior to final hearing. Balance is \$_____.
CHANGE OF ADDRESS	Confirm C's address is still current. If not, prepare and file E33.
REVIEW APPLICATIONS	If there are any changes, prepare AMENDED/UPDATED application for filing. A lot can change in a year – people move, get married, have more children & commit more crimes.
REVIEW DECLARATIONS	If there are any changes, prepare "Amendment to declaration". If there is no declaration on file yet, do ASAP!
SUPPORTING DOCUMENTS	Review documents already on file, and give C a list of specific documents that are still needed and a deadline to provide them to us (must be sooner the two-week deadline for filing documents prior to hearing). C's deadline is _____.
	I589: _____ Medical &/or Police Reports _____ Letters from Family &/or Friends re Events in Home Country (translated into Eng) _____ Updated Country Reports
	E42b: _____ Proof of Qualifying Relative(s) – birth &/or marriage certs _____ CPP – need to cover 10 years back from date on NTA _____ Hardship – medical / IEP reports, letters (from doctors or teachers), articles
WITNESSES	Generally only for E42b (need doctor &/or teacher testimony re hardship) or E42a (need character testimony). But still evaluate for possible I589 witnesses.
RELEASE	Have C sign releases for doctors &/or teachers.
REQUEST TELEPHONIC TESTIMONY / FILE SUBPOENA	Get names & contact info from C. If necessary, file motion for subpoena with Court (generally needed for Kaiser). If witness agrees or subpoena granted, get CV and brief letter to file w/ witness list & request for telephonic testimony.
I 765	Review if C is eligible for an initial/renewal EAD. If work card is expiring, you should still renew. If the hearing is continued or the case is denied, C will wish they had renewed the EAD.
BIOMETRICS / IJ PRINTS	Confirm biometrics done for each app filed. Have C update prints prior to hearing and bring stamped copy of hearing notice to confirm (prints expire every 12 months).
FOIA	Confirm done. If not, send asap.
FBI/DOJ	Confirm both done. If not, have C do both asap. If yes, have C redo DOJ if new arrest or if it's been a long time since first did.
CRIMINAL HISTORY CHART / DISPOSITIONS	Request criminal dispositions for each arrest – C will be billed for all fees from the court plus a \$10 administrative fee. Provide to attorneys to complete criminal history chart.

	NEW RELIEF:	<p>_____ PROSECUTORIAL DISECRETION (PD) If eligible, need “I’m sorry” declaration re arrests/convictions, dispos, letters of support, taxes, etc.</p> <p>_____ U-VISA Need police report to determine eligibility.</p> <p>_____ I601A or AOS</p> <p>_____ DACA / DAPA</p>
	REVIEW DAY OF HEARING PROCEDURES:	
	HEARING NOTICE	Make sure C has copy and is aware of court date/time. Ask C to be at SF office by 8:00 a.m. (for morning hearings) or 11:00 a.m. (for afternoon hearings).
	ORIGINAL DOCUMENTS	_____ Make sure C brings all original documents that have been filed with the Court (i.e. passports, birth certificates, taxes, IDs, etc).
	WHO NEEDS TO ATTEND & WHAT TO WEAR	_____ Go over who needs to be at the hearing (was child’s presence waived? does co-sponsor need to be present? witnesses?) and appropriate attire and behavior (no gang colors; don’t need suit but tie is recommended).
	AT THE HEARING	IJ will first mark exhibits. <i>For asylum apps only, the IJ will give “frivolous advisals” warning C of the consequences of knowingly lying in asylum app, and ask if C still wants to file asylum app.</i> The IJ will then ask C to sign his/her applications to confirm C has reviewed them with someone in our office and everything is accurate. C will then get asked questions on his apps by us, the government attorney and the IJ. C should let us know if he doesn’t understand a question. Ok if C doesn’t know the answer to a question. Most important thing: TELL THE TRUTH.
	VOLUNTARY DEPARTURE	<p>_____ Make sure C brings valid passport. Explain by agreeing to VD does not mean C wants to leave. Not every C is eligible for VD, but if C is, will need to answer following questions:</p> <ul style="list-style-type: none"> • Can you pay a \$500 bond w/in 5 days of the hearing? • Were you here at least one year before the date of the NTA? • Have you ever been arrested? If yes, for what & when? • Do you have a valid passport? • Can you pay for your own trip back home? • Do you promise to leave on the day the judge assigns if you don’t appeal?
	APPEAL	Discuss procedure for appeal if applications &/or VD are denied. Have 30 days to file notice of appeal to BIA. Filing of appeal stays VD exit date. Filing fee is \$110. Requires new CLO contract. No further hearings – everything from here on out is briefing by the attorneys.

Número de Cuenta: _____

Nombre: _____

PEDIDO DE DOCUMENTOS ADICIONALES

Por favor junte y presente lo siguiente:

En Persona: Lunes a Jueves - (menos viernes)

Por Fax al (415) 723-7753

Por correo: Coghlan Law Office
615 Sansome St., Piso 2
San Francisco, CA 94111

Por Correo Electrónico: _____@bay-area-immigration.com

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

*****Asegúrese incluir esta hoja para asegurar que el proceso continúe inmediatamente y no haya demoras. *****