

Master court preparation - 05/2019

Date: _____

Matter No. _____

___	CALL THE 800 #	You should always call the 800 number to confirm that the hearing is still scheduled. Often times a motion to continue has been filed and/or granted, or the judge has moved to reschedule the hearing. NCD is _____
___	REVIEW	Make sure C. is aware of court date – Ask them to be at 8:00 (for morning hearings) or 11:00am (for afternoon hearings) at the SF office depending on the time of their court.
___	SF REQUEST	Remind clients that the only person who needs to appear are the clients listed on the hearing notice. Most children's presence is waived.
___	BILLING	Review the payment history for each client and ensure that they are not behind. Inform MO/Atty of any C's that are on the no-pay list. We will withdraw.
___	NOTICE OF APPEARANCE (e-28)-	Make sure the E-28, notice of appearance has been filed. If this is our second appearance, or you note that we have already filed applications, chances are we have already submitted the form E28.
___	UPDATED CONTACT INFO	Please review address and phone numbers. Complete for E-33ic as needed. Also notify bookkeeper of the address change.
___	APPLICATION	Make sure all applications are on file along with a declaration. If the C. just retained its ok to not have all documents on file but you should still start the apps. ___ I-589 & dec ___ E42b & dec ___ Other: _____
___	SUPPORTING DOCUMENTS	Remind the client that they are required to provide our office with any supporting documents at least 2 weeks in advance so that we may index it and submit to the attorneys prior to the filing court deadline. Supp docs can be anywhere from 10 years taxes or articles from their home country translated police reports or any other document that the judge has specifically requested.
___	I-765	Review if this client is eligible for an initial/renewal EAD.
___	FBI / DOJ	FBI / DOJ is mandatory if the C has never done prints for us.
___	FOIA/CBP	Now would also be a good time to have c sign a foia and to send out the CBP if not already done.
___	DISPOSITIONS	Make sure all criminal dispositions are available and that attorneys have them to prepare a Criminal Chart. Our office has now begun ordering and obtaining dispositions for the clients and clients will be billed for all fees from the court plus a \$15 administrative fee.
___	BIOMETRICS REQUEST	If this is not the first master, make sure C has taken biometrics for the Judge. This is when they take a ASC location notice and a copy of their hearing date notice. Biometrics taken for applications or EAD's is not the same as taking prints for the Judge. Handout #30
___	120/90/60 DAY REVIEW	Review Attorney review notes if available
___	TODOS	Check if there are any outstanding to-do's
___	PUT YOUR NOTES	Please put a note stating that C. Came for Master Preparation and what C is expected to follow up with.

Notes:
