

AILA's Immigration Practice Toolbox, 6th Ed.: Questionnaires, Checklists, and Correspondence for Your Practice

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CAVEAT

The sample documents in the *Immigration Practice Toolbox* are just samples. Read each one *carefully* and adapt it to meet your specific needs; but don't forget, the law can change quickly, so always review the relevant rules and regulations.

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LegalNet E Visa Inquiry Request

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Checklists to Client for Marriage Cases

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503. Affidavit in Lieu of Birth Certificate Introduction

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originally submitted by Mark A. Ivener, updated by David Fullmer

513. Checklists of Documents for Client to Submit to Have Temporary Conditions on Residence Removed

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Child Status Protection Act—Overview

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523. Questionnaire for Joint Sponsor Introduction

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524. Document Checklist for Joint Sponsor Introduction

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525. Checklists for Attorney Preparing Affidavit of Support

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by Leslie Tuttle DiTrani and Annaluisa Padilla, (b) updated by Maris Liss

530. Cover Letter in Response to Request for Evidence in Connection with Petition for Alien Fiancé(e) Introduction

Introduction Letter in Response to Request for Evidence in Connection with Petition for Alien Fiancé(e)

by Annaluisa Padilla, updated by Maris Liss

531. Letter to Petitioner Following Approval of Petition for Alien Fiancé(e) Introduction

Letter to Petitioner Following Approval of Petition for Alien Fiancé(e)

by Leslie Tuttle DiTrani

532. Letter to Client Explaining National Visa Center Documents Needed Introduction

Letter to Client Explaining National Visa Center Documents Needed

by Leslie Tuttle DiTrani

533. Letters to Client Explaining Documents to Bring to K-1 Visa Interview and Cover Letter Addressed to Consular Post (a-b) Introduction

Letter to Client Explaining Documents to Bring to K-1 Visa Interview and Cover Letter Addressed to Consular Post (a-b)

by Leslie Tuttle DiTrani

7. Translations of Foreign Documents

Samples

534. (a–b). Certificates of Translation into English (two versions)

(a)

(b)

by Lisa Green and Ronald J. Tasoff

535. Translator Confidentiality Agreement Introduction

Translator Confidentiality Agreement

by Carol Armstrong

536. Certificate of Interpretation Introduction

Certificate of Interpretation

by Lisa Green

537. Certificate of Dictated Translation Introduction

Certificate of Dictated Translation

by Lisa Green

V. SPECIAL IMMIGRANT JUVENILE STATUS

Article

600. Special Immigrant Juveniles Across the Nation: Learning the Landscape & Collateral Considerations

by Cynthia Lucas, Annaluisa Padilla, and Ana Maria Villegas

Samples

601. Cover Letter to USCIS in Support of Petition for Special Immigrant Juvenile Status Introduction

Cover Letter to USCIS in Support of Petition for Special Immigrant Juvenile Status

originally drafted by Michelle N. Mendez, updated by Tracie L. Klinke

602. Cover Letter to USCIS in Support of Petition for Special Immigrant Juvenile Status and Application for Adjustment of Status Introduction

Cover Letter to USCIS in Support of Petition for Special Immigrant Juvenile Status and Application for Adjustment of Status

by Michelle N. Mendez, updated by Tracie L. Klinke

VI. VIOLENCE AGAINST WOMEN ACT (VAWA)

Article

700. Violence Against Women Act (VAWA) Self-Petitions: Overview on Eligibility and Filing Requirements

by Carmen Maria Rey

Samples

701. VAWA Interview Guide Introduction

VAWA Interview Guide

by Carmen Maria Rey

702. Checklist for Attorney Preparing VAWA Self-Petition Introduction

Checklist for Attorney Preparing VAWA Self-Petition

by Carmen Maria Rey

703. Cover Letter to USCIS in Support of VAWA Self-Petition Introduction

Cover Letter to USCIS in Support of VAWA Self-Petition

by Annaluisa Padilla

704. Index of Documents in Support of VAWA Self-Petition Introduction

Index of Documents in Support of VAWA Self-Petition

by Carmen Maria Rey

705. Affidavit from Battered Spouse in Support of VAWA Self-Petition Introduction

Affidavit from Battered Spouse in Support of VAWA Self-Petition

by Carmen Maria Rey

706. Letter to Client Following Approval of VAWA Self-Petition Introduction

Letter to Client Following Approval of VAWA Self-Petition

by Carmen Maria Rey

VII. T VISAS

Article

800. Relief for Victims of Human Trafficking: T Nonimmigrant Status

originally submitted by Melissa A. Brennan, updated by Cynthia Lucas

Samples

801. List of Possible Sources of Evidence for Attorney Preparing T Nonimmigrant Petition Introduction
List of Possible Sources of Evidence for Attorney Preparing T Nonimmigrant Petition
originally submitted by Melissa A. Brennan, updated by Cynthia Lucas
802. List of Components of T Nonimmigrant Petition Originally Drafted Introduction
List of Components of T Nonimmigrant Petition Originally Drafted
originally submitted by Melissa A. Brennan, updated by Cynthia Lucas
803. Cover Letter to USCIS in Support of T Nonimmigrant Petition Introduction
Cover Letter to USCIS in Support of T Nonimmigrant Petition
originally submitted by Melissa A. Brennan, updated by Cynthia Lucas
804. Petitioner's Affidavit in Support of T Nonimmigrant Petition Introduction
Petitioner's Affidavit in Support of T Nonimmigrant Petition
originally submitted by Melissa A. Brennan, updated by Cynthia Lucas
805. Index of Documents in Support of T Nonimmigrant Petition Introduction
Index of Documents in Support of T Nonimmigrant Petition
originally submitted by Melissa A. Brennan, updated by Cynthia Lucas

VIII. U VISAS

Articles

900. Overview on U Nonimmigrant Status and Adjustment of Status
originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas
901. U Petition, Status, and Visa: A Review of the Distinctions
originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas

Samples

902. Documents Checklist for U Visa Nonimmigrant Status Petitioner Cover
Documents Checklist for U Visa Nonimmigrant Status Petitioner
originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas
903. Forms Chart for U Petitioner Introduction
Forms Chart for U Petitioner
originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas
904. Checklist for Attorney Preparing U Nonimmigrant Petition Introduction
Checklist for Attorney Preparing U Nonimmigrant Petition
originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas
905. Chart on Age Issues Involving Derivative Parents and Children

- originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas*
906. Cover Letter to USCIS in Support of U Nonimmigrant Petition Introduction
Cover Letter to USCIS in Support of U Nonimmigrant Petition
originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas
907. Petitioner’s Affidavit Regarding Substantial Harm Introduction
Petitioner’s Affidavit Regarding Substantial Harm
originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas
908. Affidavit with “Yes” and Unclear Answers to I-918 Introduction
Affidavit with “Yes” and Unclear Answers to I-918
originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas
909. Index of Documents in Support of U Nonimmigrant Petition Introduction
Index of Documents in Support of U Nonimmigrant Petition
originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas
910. Letter to Client Following Approval of U Nonimmigrant Petition Introduction
Letter to Client Following Approval of U Nonimmigrant Petition
originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas

IX. DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA)

Article

1000. Advising Clients on DACA Given Its Uncertain Future

by AILA National Ethics Committee

Samples (Caveats Due to DACA Status)

1001. Limited Scope Representation Agreement Introduction

Limited Scope Representation Agreement

originally submitted by Greg McLawsen

1002. DACA Questionnaire for Applicant Introduction

DACA Questionnaire for Applicant

originally drafted by Greg McLawsen and Gustavo Cueva and update by various editors

1003. (a–d). DACA Checklists

(a)

(b)

(c)

originally drafted by Sean R. Hanover, Greg McLawsen, and Gustavo Cueva

1004. Cover Letter to USCIS in Support of DACA Application Introduction

Cover Letter to USCIS in Support of DACA Application

originally drafted by Greg McLawsen and Gustavo Cueva

1005. (a–b). Letters to Client Following Approval of DACA Application (two versions)

(a)

(b)

originally drafted by Pamela S. Barnett, and Lisa Seifert

X. WAIVERS

Samples

1100. Evidence of Extreme Hardship Checklists

by Yova Borovska

1101. Declaration of Applicant Applying for Waiver Introduction

Declaration of Applicant Applying for Waiver

by Dree K. Collopy

1102. (a–b). Declaration/Affidavit of Qualifying Relative in Waiver Cases (two versions)

(a)

(b)

by Dree K. Collopy and Meghan Moore

1103. Doctor and Medical Health Professional Report Template in Support of Waiver Application Introduction

Doctor and Medical Health Professional Report Template in Support of Waiver Application

by Dree K. Collopy

1104. Template Letter in Support of Waiver Application Introduction

Template Letter in Support of Waiver Application

by Dree K. Collopy

1105. Cover Letter to USCIS in Support of I-601 Waiver Application Introduction

Cover Letter to USCIS in Support of I-601 Waiver Application

originally drafted and newly updated by Kelli J. Stump

1106. Checklist for Attorney Preparing INA §212(c) Waiver Application Introduction

Checklist for Attorney Preparing INA §212(c) Waiver Application

originally drafted and newly updated by Haleh Zarkesh

XI. ASYLUM

Articles

- 1200 (a–b).
- (a) Top 10 Pitfalls in Asylum Cases Before EOIR and USCIS
by Sarah K. Bazzi, Ashley Huebner, Kristen Jackson, and Evelyn Smallwood
 - (b) Common Bars to Asylum and Withholding of Removal
by Dree K. Collopy, Ilana Greenstein, and Paul O’Dwyer
- 1201 (a–b). Asylum Intake Questionnaires for Client (two versions)
- (a)
 - (b)
by R. Mark Frey and Lisa Green
1202. Asylum Harm Questionnaire for Client Introduction
Asylum Harm Questionnaire for Client
by David L. Cleveland
1203. Checklist for Asylum Applicants Introduction
Checklist for Asylum Applicants
by Lisa Green
1204. Checklist for Attorney Preparing Asylum Application Introduction
Checklist for Attorney Preparing Asylum Application
originally drafted and newly updated by Lisa Green
1205. Asylum Checklist for Client Appearing at Hearing Introduction
Asylum Checklist for Client Appearing at Hearing
by Susan E. Hill
1206. (a–c). Letters to Client Regarding Next Court Hearing (three versions)
- (a)
 - (b)
 - (c)
by Eileen P. Blessinger, Susan E. Hill, and H. Raymond Fasano
1207. Cover Letter to USCIS in Support of Asylum Application Introduction
Cover Letter to USCIS in Support of Asylum Application
by Lisa Green
1208. Letter to Client Saying EAD Approved While Asylum Application Pending Introduction
Letter to Client Saying EAD Approved While Asylum Application Pending
by Lisa Green
1209. Letter to Client Regarding Asylum Referral to Immigration Judge Introduction
Letter to Client Regarding Asylum Referral to Immigration Judge
by Lisa Green

1210. Letter to Client Following Grant of Asylum (General) Introduction
Letter to Client Following Grant of Asylum (General)
by Eileen P. Blessinger
1211. Letter to Client Following Grant of Affirmative Asylum Introduction
Letter to Client Following Grant of Affirmative Asylum
by Lisa Green
1212. Letter to Client Following Grant of Asylum in Removal Proceeding Introduction
Letter to Client Following Grant of Asylum in Removal Proceeding
by Lisa Green
1213. Sample Memo to Asylum Office for Unaccompanied Alien Child in Removal Proceedings Introduction
Sample Memo to Asylum Office for Unaccompanied Alien Child in Removal Proceedings
by Jacqueline Brown Scott

XII. CANCELLATION OF REMOVAL- REVIEWED BY JENNIE

Article

1300. Cancellation of Removal
by Cynthia A. Aziz, Cheryl David, Carlos Moctezuma García, and Rekha Sharma-Crawford

Samples

1301. Attorney Checklist for Non-LPR Cancellation of Removal Introduction
Attorney Checklist for Non-LPR Cancellation of Removal
by Michelle N. Mendez
1302. Form for Client to Obtain Information for Non-Lawful Permanent Resident Cancellation of Removal Introduction
Form for Client to Obtain Information for Non-Lawful Permanent Resident Cancellation of Removal
by Susan Han and Nikki Mehrpoo Jacobson
1303. Form for Client Regarding Documents Required for Non-Lawful Permanent Resident Cancellation of Removal Introduction
Form for Client Regarding Documents Required for Non-Lawful Permanent Resident Cancellation of Removal
originally submitted by Susan Han and Nikki Mehrpoo Jacobson, updated by Jennie Guilfoyle
1304. Letter to Client Regarding Documents and Letters Need to Prove Hardship for Non-Lawful Permanent Resident Cancellation of Removal (EOIR 42B) Introduction
Letter to Client Regarding Documents and Letters Need to Prove Hardship for Non-Lawful Permanent Resident Cancellation of Removal (EOIR 42B)
originally submitted by Susan Han and Nikki Mehrpoo Jacobson, updated by Jennie Guilfoyle
1305. (a–b). Letters to Client About Obtaining a Psychological Evaluation for Non-LPR Cancellation of

Removal (two versions)

(a)

(b)

by H. Raymond Fasano, Susan Han, and Nikki Mehrpoo Jacobson

1306. (a–b). Letters to Client Regarding Doctor’s Evaluation of a Person’s Medical Condition (two versions)

(a)

(b)

by H. Raymond Fasano, Susan Han, and Nikki Mehrpoo Jacobson

1307. Letter of Support (General) Introduction

Letter of Support (General)

by Michelle N. Mendez

1308. Letter of Support from Church Introduction

Letter of Support from Church

by Michelle N. Mendez

1309. Letter of Support from Sibling Introduction

Letter of Support from Sibling

by Michelle N. Mendez

1310. Letter to Client Following Grant of Cancellation of Removal Introduction

Letter to Client Following Grant of Cancellation of Removal

by Susan Han and Nikki Mehrpoo Jacobson

XIII. NATURALIZATION

Samples

1400. Questionnaires for Client Applying for Naturalization

by Michelle N. Mendez

1401. Checklist for Attorney Preparing Naturalization Application Introduction

Checklist for Attorney Preparing Naturalization Application

by Michelle N. Mendez

1402. Explanation for Failure to Register for Selective Service Introduction

Explanation for Failure to Register for Selective Service

by Michelle N. Mendez

1403. Cover Letter to USCIS in Support of Naturalization Application Introduction

Cover Letter to USCIS in Support of Naturalization Application

by Regina Jefferies

1404. List of Documents for Client to Bring to Naturalization Interview Introduction

List of Documents for Client to Bring to Naturalization Interview

by Regina Jefferies

XIV. FORM I-9 AND EMPLOYER VERIFICATION- RUTH

Article

1500. Litigation Do's and Don'ts

by Eileen M. G. Scofield, updated by Ruth Lozano McChesney

Samples

1501 (a–b). Employer Guide to Immigration-Related Questions in the Hiring Process Introduction

(a) Employer Guide to Immigration-Related Questions in the Hiring Process

(b) EEOC Enforcement Guidance on National Origin Discrimination

originally submitted by Najia Sheikh Khalid, updated and new (b) by Ruth Lozano McChesney

1502. Preliminary I-9 Inspections Instructions to Client Introduction

Preliminary I-9 Inspections Instructions to Client

originally submitted by Josie Gonzalez, updated by Ruth Lozano McChesney

1503. I-9 Inspections Checklist Introduction

I-9 Inspections Checklist

originally submitted by Josie Gonzalez, updated by Ruth Lozano McChesney

1504. ICE Production Letter Introduction

ICE Production Letter

by Christine D. Mehfood

1505. Settlement Agreement Introduction

Settlement Agreement

originally submitted by Eileen M. G. Scofield and updated by Ruth Lozano McChesney

XVI. MISCELLANEOUS DETENTION AND REMOVAL DOCUMENTS

Article

1600 (a–b).

(a) How to Manage a Removal Defense Department

by Nikki Mehrpoo Jacobson

(b) The “How-To” Guide to FOIA

by Matthew L. Hoppock

Samples

1601. ICE Detainer Letter Introduction

ICE Detainer Letter

by Michelle N. Mendez

1602. Letter to ICE for Rescission of an Immigration Bond Breach, Reinstatement of the Bond, and Cancellation of the Bond Introduction

Letter to ICE for Rescission of an Immigration Bond Breach, Reinstatement of the Bond, and Cancellation of the Bond

by Michelle N. Mendez

1603. Letter to EOIR to Request File Review Introduction

Letter to EOIR to Request File Review

by Susan Han and Nikki Mehrpoo Jacobson

1604. Letter to Third Party Regarding Authentication of Documents Pursuant to 8 CFR §287.6(b)

Letter to Third Party Regarding Authentication of Documents Pursuant to 8 CFR §287.6(b)

by Susan E. Hill

1605. Letter to Client Regarding Non-Cooperation and Request to Contact Counsel's Office—EOIR Case Introduction

Letter to Client Regarding Non-Cooperation and Request to Contact Counsel's Office—EOIR Case

by Susan Han and Nikki Mehrpoo Jacobson