



## 2017 AILA PARALEGALS CONFERENCE AND WEBCAST

*This two-day conference and webcast, featuring beginner- and intermediate-level sessions, is designed to give paralegals and law office support staff deeper insight into the complexities of immigration law, allowing them to assist their supervising attorneys more effectively. Our panels of experts will provide an overview of basic immigration law and procedure, and review and discuss the paralegal's role regarding key legal and factual issues, forms, and other related concerns. Panelists also will discuss problems pertaining to H-1B and L visas, PERM, marriage-based immigrant petitions, adjustment of status and consular processing, I-601/I-601A waivers, removal, asylum, and applications for citizenship or naturalization. In addition, the experts on the Hot Topics panel will address a number of cutting-edge issues, including the 2017 immigration-related executive orders and ensuing litigation, Texas Senate Bill 4, and the USCIS memorandum on computer programmers. A question-and-answer period follows each session, allowing attendees to interact with faculty and gain further insight. Finally, a practicum will conclude the majority of panels to give a detailed review of completing forms and offer other helpful practice pointers.*

**Viewing Options:** *On Thursday and Friday, October 12–13, 2017, faculty members will present two full days of live sessions. These sessions can be attended in-person at the AILA National Office (space is limited) or via webcast from the convenience of home or the office. Either way, the program is live and interactive! All participants will be given a link to the conference recording, so any sessions missed (particularly helpful for our West Coast participants given the time difference) or in need of review can be revisited back at the office.*

**Please Note:** *All registrations are subject to approval. Attendance at this conference is solely restricted to AILA law student members, the paralegals of AILA members, and AILA members.*

**October 12–13, 2017**  
**AILA National Office, Washington, DC**

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### Thursday, October 12, 2017

Day Coordinator: \*TBD

9:00 am – 6:00 pm **REGISTRATION**

9:00 am – 9:25 am Registration/Continental Breakfast/Networking

(DL) = Discussion Leader

\* = Invited Speakers, Not Confirmed

- All events, sessions, and conference materials are subject to change -

- 9:25 am – 9:55 am **AILA.ORG TRAINING**  
*Learn how to maximize AILA.org! AILA's InfoNet Research Library contains more than 28,000 immigration-related documents, including agency memos and guidance, practice pointers and practice alerts, cases and decisions, and advocacy and media tools. Attend this training to find out how AILA's website can assist you in conducting immigration law research and more!*
- 10:00 am – 10:05 am **WELCOME AND OPENING REMARKS**  
*Charlotte W. Smith, Conference Program Chair, New York, NY*
- 10:05 am – 11:10 am **THE ROLE OF A PARALEGAL IN IMMIGRATION PRACTICE**
- Unauthorized Practice of Law
  - Special Problems with Client Confidentiality
  - Spotting Issues: Protecting the Attorney and the Clients
  - Documenting Client Communications and Keeping the Attorney Informed
  - Workload, Case Management, and Managing Deadlines
  - Tools of the Trade: Legal Resources and Research
  - Social Media Concerns
  - Q&A
- Faculty:*  
*Charlotte W. Smith (DL), Conference Program Chair, New York, NY*  
*Christine M. Callaban, Paralegal, New York, NY*  
*Cynthia Rosenberg, Baltimore, MD*
- 11:10 am – 11:55 am **TRUMPED! HOT TOPICS IN IMMIGRATION LAW**
- Travel Ban Litigation
  - Implementation of the Border Security Executive Order
  - “America First” Executive Order and Other Business-Related Updates
  - The Latest on the USCIS Memorandum on Computer Programmers
  - Q&A
- Faculty:*  
*Neena Dutta (DL), AILA Board of Governors/TSC Liaison Committee Chair, New York, NY*  
*Annalisa Padilla, AILA President, La Habra, CA*  
*Ira J. Kurzban, AILA Author, Kurzban's Immigration Law Sourcebook, AILA Past President, Miami, FL*
- 11:55 am – 12:45 pm **LEGAL CONCEPTS INVOLVED IN PREPARING AN H-1B PETITION**
- Definition of “Specialty Occupation”
  - Employer and Beneficiary Qualifications
  - Employer/Employee Relationship
  - When to File an Amended Petition
  - Creating and Maintaining a Public Access File
  - Site Visits
  - Timing and Travel Issues
  - Q&A
- Faculty:*

*(DL) = Discussion Leader*

*\* = Invited Speakers, Not Confirmed*

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*Lisa H. York (DL), AILA NSC Liaison Committee Chair/ Conference Program  
Committee, Denver, CO  
Alex Alvarado, Denver, CO  
Dehya Ghosh, San Francisco, CA*

12:45 pm – 1:30 pm **LUNCH BREAK**  
*Lunch is provided for in-person participants.*

1:30 pm – 2:20 pm **LEGAL CONCEPTS INVOLVED IN PREPARING AN L-1 PETITION**

- Qualifying Corporate Relationships
- Blanket vs. Individual L-1 Petitions
- Managerial vs. Executive (L-1A)
- Specialized Knowledge (L-1B)
- Tracking Visa, I-94, and I-129S Expirations
- Q&A

*Faculty:*

*Jonathan A. Grode (DL), AILA Law Student Outreach Committee Chair/ Conference  
Program Committee, Philadelphia, PA  
John Rowan, Paralegal, Philadelphia, PA  
Sheila Mahadevan, AILA New Members Division Steering Committee Chair,  
Washington, DC*

2:20 pm – 3:10 pm **H-1B AND L-1 PRACTICUM**

- DOL Form 9035
- USCIS Form I-129
- USCIS Form I-129 Supplements
- USCIS Form I-129S
- Q&A

*Faculty:*

*Lisa Helen York (DL), AILA NSC Liaison Committee Chair/ Conference Program  
Committee, Denver, CO  
Alex Alvarado, Denver, CO  
Jonathan A. Grode, AILA Law Student Outreach Committee Chair/ Conference  
Program Committee, Philadelphia, PA  
John Rowan, Paralegal, Philadelphia, PA*

3:10 pm – 3:30 pm **NETWORKING BREAK**

3:30 pm – 4:20 pm **KEY LEGAL CONCEPTS AND BEST PRACTICES IN THE PERM PROCESS**

- Building a Case
  - Position Titles, Descriptions, Minimum Requirements, Specific Skills, and Business Necessity
  - Documenting an Employee's Educational Background and Work Experience
  - Keeping in Mind the I-140 Petition
- Prevailing Wage and Recruitment
  - Prevailing Wage Determination Request
  - Recruitment Steps: Types and Lengths of Recruitment

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- Posting Notices and In-House Media
- Documenting Recruitment Results
- Hot Topics
  - Expected DOL FAQ: H.14
  - Audits and Requests for Reconsideration (RFRs)
- Q&A

*Faculty:*

*Tiffany Martinez (DL), AILA New Members Division Steering Committee/Conference  
Program Committee, San Francisco, CA*

*Allen Orr, AILA Treasurer, Washington, DC*

*Stephanie VanVliet, Team Manager/Paralegal, McLean, VA*

4:20 pm – 5:10 pm

**LABOR CERTIFICATION PRACTICUM**

- ETA Form 9141
- Advertisements
- Notice of Filings
- ETA Form 9089
- Audit File
- Q&A

*Faculty:*

*Tiffany Martinez (DL), AILA New Members Division Steering Committee/Conference  
Program Committee, San Francisco, CA*

*Allen Orr, AILA Treasurer, Washington, DC*

*Stephanie VanVliet, Team Manager/Paralegal, McLean, VA*

5:10 pm – 6:00 pm

**LEGAL CONCEPTS INVOLVED IN MARRIAGE-BASED IMMIGRANT PETITIONS AND APPLICATIONS IN THE UNITED STATES**

- Proving Bona Fide Marriage/Relationship
- Proving Lawful Admission: Border Crossing Cards and Wave-Throughs
- Affidavit of Support Issues and Challenges
- K-1 and K-3s
- Travel on Advance Parole and the Three- and Ten-Year Bars
- Conditional Residence vs. Permanent Residence
- USCIS Form I-751: Joint Petition and Waivers
- Q&A

*Faculty:*

*Renata Castro, Pompano Beach, FL*

*Larissa Nonni, Pompano Beach, FL*

*Hudaidah Farooq Bhimdi, Fairfax, VA*

**Evening Event:**

**TASTE OF DC**

*Part educational event, part networking, the Taste of DC is an opportunity to meet with other paralegals and AILA mentors for a delicious meal and invaluable information exchange at a great local restaurant. Space is limited. For more information or to sign up, please email Danny Navarro ([dnavarro@aila.org](mailto:dnavarro@aila.org)).*

**Friday, October 13, 2017**

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- Day Coordinator:* TBD
- 9:30 am – 6:00 pm **REGISTRATION**
- 9:30 am – 10:00 am Registration/Continental Breakfast/Networking
- 10:00 am – 10:05 am **MORNING REMARKS**  
*Charlotte W. Smith, Conference Program Chair, New York, NY*
- 10:05 am – 11:00 am **MARRIAGE-BASED PETITIONS AND APPLICATIONS PRACTICUM**
- Petition Forms: I-130, I-129F, and I-751
  - Affidavit of Support: USCIS Form I-864/I-864EZ/I-864A
  - Role of the National Benefits Center and Employment Authorization Document Adjudication Delays
  - Preparing for the Interview and Rescheduling Interviews
  - Q&A
- Faculty:*  
*Renata Castro, Pompano Beach, FL*  
*Larissa Nonni, Pompano Beach, FL*  
*Huddaidah Farooq Bhimdi, Fairfax, VA*
- 11:00 am – 11:50 am **THE NUTS AND BOLTS OF ADJUSTMENT OF STATUS VS. CONSULAR PROCESSING**
- What Are the Differences? Timelines and Considerations
  - Admissibility/Ineligibility/Waiver Issues
  - The New Visa Bulletin Format
  - Differences in Family-Based vs. Employment-Based Petitions
  - Recent Developments at the National Visa Center (NVC)
  - Q&A
- Faculty:*  
*Ceridwen J. Koski (DL), AILA Distance Learning Committee Co-Chair, Denver, CO*  
*Randi Saba, Paralegal, Denver, CO*  
*Lynn Marie Lee, AILA USCIS International Operations Liaison Committee Co-Chair, Springfield, VA*
- 11:50 am – 12:40 pm **I-601 AND I-601A WAIVERS**
- Difference Between the I-601 and I-601A
  - Qualifying Relatives
  - Hardship Factors and Tips
  - Client Interview Techniques
  - Q&A
- Faculty:*  
*Kelli Jo Stump (DL), AILA EOIR Liaison Committee Chair, Oklahoma City, OK*  
*Breanna Cary, Paralegal, Oklahoma City, OK*  
*Laurel Scott, Philadelphia, PA*

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- 12:40 pm – 1:40 pm    **LUNCH**  
*Lunch is provided for in-person participants.*
- 1:25 pm – 1:40 pm    **LUNCH PRESENTATION: EXCHANGE VISITOR (J-1) PROGRAM SPONSORSHIP WITH THE AMERICAN IMMIGRATION COUNCIL**  
*Stephanie Rucker Andrews, Cultural Exchange Development Manager, American Immigration Council, Washington, DC*
- 1:40 pm – 2:30 pm    **ADJUSTMENT OF STATUS VS. CONSULAR PROCESSING PRACTICUM**
- Adjustment Forms: G-28, I-485, I-485J, I-765, I-131, G-325A, and I-864
  - Documentation Requirements: Birth Certificates, Medical Examinations, Police Certificates, and How to Use the *Foreign Affairs Manual*
  - NVC Processing, Email Notifications, Online Filings, and Communication
  - Consular Forms: DS 260 and DS 261
  - Q&A
- Faculty:*  
*Ceridwen J. Koski (DL), Denver, CO*  
*Randi Saba, Paralegal, Denver, CO*  
*Kelli Jo Stump, AILA EOIR Liaison Committee Chair, Oklahoma City, OK*  
*Breanna Cary, Paralegal, Oklahoma City, OK*
- 2:30 pm – 3:25 pm    **REMOVAL CASE PREPARATION**
- Normal Progression of Removal Proceedings
  - *Immigration Court Practice Manual*
  - Common Forms of Relief from Removal
  - Case Management, Calendaring, and Deadlines
  - Preparing the Case for Trial
  - Avoiding Common Errors
  - Q&A
- Faculty:*  
*Sarah Weston Hayes Owings (DL), AILA Board of Governors, Atlanta, GA*  
*Heather Drabek Prendergast, AILA Board of Governors/ICE Liaison Committee Chair, Cleveland, OH*  
*Juan A. Misle Dona, Paralegal, Washington, DC*
- 3:25 pm – 3:45 pm    **NETWORKING BREAK**
- 3:45 pm – 4:35 pm    **ASYLUM PANEL**
- Overview of Asylum Law
  - Case Management, Calendaring, and Deadlines
  - Understanding the Five Grounds for Asylum (Race, Religion, Nationality, Political Opinion, Particular Social Group)
  - Working with Victims of Trauma
  - Examples of Supporting Evidence
  - Q&A
- Faculty:*  
*Lauren Eagan (DL), Conference Program Committee, Washington, DC*

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*Juan A. Misle Dona, Paralegal, Washington, DC*  
*Joanna Gaughan, Raleigh, NC*

4:35 pm – 5:25 pm

**CITIZENSHIP AND NATURALIZATION PROCEDURES**

- Overview of Citizenship and Naturalization
- Requirements for Naturalization
- Residency Period for Certain Spouses of U.S. Citizens Under INA §319(b)
- Distinguishing Continuous Permanent Residence, Physical Presence, and Residency
- Recognizing Bars to Naturalization/Potential Grounds of Removal and Informing the Attorney
- Identifying Common Issues: Criminal Records and Selective Service Registration
- Q&A

*Faculty:*

*Tracie L. Klinke (DL), AILA Georgia-Alabama Chapter Chair/ Membership Committee Chair, Marietta, GA*  
*Alina Luna, Paralegal, Marietta, GA*  
*Philip Eichorn, Cleveland, OH*

5:25 pm – 6:00 pm

**NATURALIZATION PRACTICUM**

- Form N-400
- Q&A

*Faculty:*

*Tracie L. Klinke (DL), AILA Georgia-Alabama Chapter Chair/ Membership Committee Chair, Marietta, GA*  
*Alina Luna, Paralegal, Marietta, GA*  
*Philip Eichorn, Cleveland, OH*

6:00 pm

**CONFERENCE CONCLUDES**

**Conference Program Committee**

*Charlotte W. Smith, Conference Program Chair, New York, NY*  
*Jonathan A. Grode, AILA Law Student Outreach Committee Chair, Philadelphia, PA*  
*Lisa H. York, AILA NSC Liaison Committee Chair, Denver, CO*  
*Tiffany Martinez, AILA New Members Division Steering Committee, San Francisco, CA*  
*Lauren Eagan, Washington, DC*

*John M. Area IV, AILA Education Programs Manager, Washington, DC*  
*Kate Molski, AILA Learning and Development Specialist, Washington, DC*

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