

AILA's Immigration Practice Toolbox, 5th Ed.

Questionnaires, Representation Agreements, 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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908. Affidavit with “Yes” and Unclear Answers to I-918 *by Julie E. Dinnerstein*
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XI. WAIVERS

Samples

- 1100 (a–c). Evidence of Extreme Hardship Checklists (three versions) *by Yova Borovska, Dree K. Collopy, and Kelli J. Stump*
1101. Declaration of Applicant Applying for Waiver *by Dree K. Collopy*
- 1102 (a–b). Declaration/Affidavit of Qualifying Relative in Waiver Cases (two versions) *by Dree K. Collopy and Meghan Moore*
1103. Doctor and Medical Health Professional Report Template in Support of Waiver Application *by Dree K. Collopy*
1104. Template Letter in Support of Waiver Application *by Dree K. Collopy*
1105. 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 *originally drafted and newly updated by Haleh Zarkesh*

XII. ASYLUM

Samples

- 1200 (a–b). Asylum Intake Questionnaires for Client (two versions) *by R. Mark Frey and Lisa Green*
- 1201. Asylum Harm Questionnaire for Client *by David L. Cleveland*
- 1202. Checklist for Asylum Applicants *by Lisa Green*
- 1203. Checklist for Attorney Preparing Asylum Application *originally drafted and newly updated by Lisa Green*
- 1204. Asylum Checklist for Client Appearing at Hearing *by Susan E. Hill*
- 1205 (a–c). Letters to Client Regarding Next Court Hearing (three versions) *by Eileen P. Blessinger, Susan E. Hill, and H. Raymond Fasano*
- 1206. Cover Letter to USCIS in Support of Asylum Application *by Lisa Green*
- 1207. Letter of Support for Asylum (General) *by Michelle N. Mendez*
- 1208. Letter of Support from Church for Asylum *by Michelle N. Mendez*
- 1209. Letter of Support from Sibling for Asylum *by Michelle N. Mendez*
- 1210. Letter to Client Saying EAD Approved While Asylum Application Pending *by Lisa Green*
- 1211. Letter to Client Regarding Asylum Referral to Immigration Judge *by Lisa Green*
- 1212. Letter to Client Following Grant of Asylum (General) *by Eileen P. Blessinger*
- 1213. Letter to Client Following Grant of Affirmative Asylum *by Lisa Green*
- 1214. Letter to Client Following Grant of Asylum in Removal Proceeding *by Lisa Green*
- 1215. Sample Memo to Asylum Office for Unaccompanied Alien Child in Removal Proceedings *by Jacqueline Brown Scott*

XIII. NON-LPR CANCELLATION OF REMOVAL

Samples

- 1300. Attorney Checklist for Non-LPR Cancellation of Removal *by Michelle N. Mendez*
- 1301. Form for Client to Obtain Information for Non-Lawful Permanent Resident Cancellation of Removal *by Susan Han and Nikki Mehrpoo Jacobson*
- 1302. Form for Client Regarding Documents Required for Non-Lawful Permanent Resident Cancellation of Removal *by Susan Han and Nikki Mehrpoo Jacobson*
- 1303. Letter to Client Regarding Documents and Letters Need to Prove Hardship for Non-Lawful Permanent Resident Cancellation of Removal (EOIR 42B) *by Susan Han and Nikki Mehrpoo Jacobson*
- 1304 (a–b). Letters to Client About Obtaining a Psychological Evaluation for Non-LPR Cancellation of Removal (two versions) *by H. Raymond Fasano, Susan Han, and Nikki Mehrpoo Jacobson*
- 1305 (a–b). Letters to Client Regarding Doctor's Evaluation of a Person's Medical Condition (two versions) *by H. Raymond Fasano, Susan Han, and Nikki Mehrpoo Jacobson*
- 1306. Letter to Client Following Grant of Cancellation of Removal *by Susan Han and Nikki Mehrpoo Jacobson*

XIV. NATURALIZATION

Samples

- 1400 (a–c). Questionnaires for Client Applying for Naturalization (three versions) *by Regina Jefferies, Michelle N. Mendez, and Michael W. Schoenleber*
1401. Checklist for Attorney Preparing Naturalization Application *by Michelle N. Mendez*
1402. Explanation for Failure to Register for Selective Service *by Michelle N. Mendez*
1403. Cover Letter to USCIS in Support of Naturalization Application *by Regina Jefferies*
1404. List of Documents for Client to Bring to Naturalization Interview *by Regina Jefferies*

XV. FORM I-9 AND EMPLOYER VERIFICATION

Article

1500. Litigation Do's and Don'ts *by Eileen M. G. Scofield*

Samples

1501. Employer Guide to Immigration-Related Questions in the Hiring Process *by Najia Sheikh Khalid*
1502. Preliminary I-9 Inspections Instructions to Client *by Josie Gonzalez*
1503. I-9 Inspections Checklist *by Josie Gonzalez*
1504. ICE Production Letter *by Christine D. Mehfoud*
1505. Settlement Agreement *by Eileen M. G. Scofield*

XVI. MISCELLANEOUS DETENTION AND REMOVAL DOCUMENTS

Article

1600. How to Manage a Removal Defense Department *by Nikki Mehrpoo Jacobson*

Samples

1601. 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 *by Michelle N. Mendez*
1603. 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) *by Susan E. Hill*
1605. Letter to Client Regarding Non-Cooperation and Request to Contact Counsel's Office—EOIR Case *by Susan Han and Nikki Mehrpoo Jacobson*
1606. Checklist to Client for Establishing Physical Presence in the United States *by Diane R. Chappell-Daly*