

# **Timeline for Detained Asylum Cases**

## Within one week of case assignment

* Review Orientation Manual and Local Practice Guide.
* Review case referral memo and case materials.
* Begin eRegistry process to obtain an EOIR ID number.
* Determine whether you will need an interpreter to communicate with your client and, if so, arrange for one and get him/her pre-cleared to enter the detention center.
* Visit client in detention center (note that it is not necessary to have an EOIR ID number to visit detainees, nor is it necessary for licensed attorneys to get pre-clearance).
* If applicable, and with your client’s consent, establish contact with your client’s friends/family members in the U.S.

## Before first mentor group call

* Sign up on the Immigration Justice Campaign’s website at <https://www.immigrationjustice.us/home> then email Christina Kouri at [CKouri@aila.org](mailto:CKouri@aila.org) to ensure you receive full access to all online training materials.
* Sign up for AILALink (AILA’s online database for immigration law research) at <http://www.aila.org/MyAila/Register> then email Cristina Kouri at [CKouri@aila.org](mailto:CKouri@aila.org) to ensure that your registration is processed.
* Review Notice to Appear (NTA).
* Ensure that you know when your client’s next hearing will take place and determine:

1. Whether the hearing is a master calendar or an individual (merits) hearing
2. Whether your client has already filed documents with the immigration court
3. Whether another attorney has entered an appearance for your client
4. Whether the judge has set any deadlines or entered any orders relating to the upcoming hearing

* Be prepared to give a quick case update during your group call, and to ask questions.

## Before the first master calendar hearing

* Complete eRegistry.
* Be prepared to file EOIR-28 (Notice of Entry of Appearance for the Immigration Court). Note that the court will not accept an EOIR-28 without an EOIR ID number.
* Be prepared to enter pleadings on your client’s behalf (discuss with your mentor or with Ilana Greenstein at [IGreenstein@aila.org](mailto:IGreenstein@aila.org)).
* Identify your client’s best language and be prepared to orally request an interpreter in that language during the master calendar hearing.

## Within one week of the first master calendar

* Begin preparing I-589 application and your client’s declaration/affidavit.
* Discuss the need for corroborating evidence with your client, and work with him/her to identify potential sources of evidence (both documents and potential witnesses).
* Begin to assess whether an expert witness (medical, psychological and/or country conditions) would be helpful to your client’s case. If you think an expert would be helpful, speak with your mentor and/or Ilana Greenstein.
* Begin preliminary country conditions research.

## Before filing asylum application

* Send a draft of the I-589 and affidavit to Ilana Greenstein for review/comments 1-2 weeks before you plan to file.
* Review application with client and ensure that every question is read to your client in his/her best language.
* If the judge has instructed that you file your client’s declaration/affidavit with the asylum application, review the affidavit word for word with your client, and ensure that it is read to him/her in his/her best language.
* Follow the instructions in the Local Practice Guide to mail a copy of the first three pages of the I-589 to the USCIS Service Center for processing. Attach a copy of the USCIS receipt to the I-589 when you file it with the court.

## As you are collecting corroborating evidence and planning your litigation strategy

* Keep in mind that you can always contact Ilana Greenstein if you have questions/issues that are not addressed during your group mentor calls. If it would be helpful to have an individual call with her to discuss your case at this stage, don’t hesitate to ask.

## Three weeks before the individual (merits) hearing

* Contact Ilana Greenstein to arrange an individual hearing preparation call with her.
* Send Ilana drafts (briefs, indices, etc) for review/comments. Please allow at least 2-3 days for review.

## Fifteen days before the individual (merits) hearing

* File all supplemental documents (brief/prehearing statement, witness list, corroborating evidence, sworn statements of lay and/or expert witnesses, motions to allow telephonic testimony, country conditions evidence, etc.).
* Begin to prepare client and potential witnesses for trial.

## After the individual (merits) hearing

* Tell us what happened! Email Ilana at [IGreenstein@aila.org](mailto:IGreenstein@aila.org) and Mara Ohorodnik at [MOhorodnik@aila.org](mailto:MOhorodnik@aila.org)