

Tools for *Pro Bono* Attorneys
How you can use NIJC's website: www.immigrantjustice.org

Training Materials	Legal Resources
<ul style="list-style-type: none">❖ Download NIJC's <i>Basic Procedural Manual for Asylum Representation Affirmatively and in Removal Proceedings</i>, practice advisories, and appendix of sample forms and documents❖ View recorded webinars from recent NIJC trainings on asylum representation and advanced asylum topics❖ See NIJC's calendar of <i>pro bono</i> events	<ul style="list-style-type: none">❖ Download sample immigration forms, briefs, motions, and affidavits❖ Learn about changes in immigration procedure and policy that may impact your client.❖ Access resources for case preparation, including links to country conditions documents and answers to frequently asked questions about asylum

For full access to NIJC's *pro bono* resources, attorneys should register at <http://immigrantjustice.org/user/register>.

Resources for *pro bono* attorneys can be found at <http://immigrantjustice.org/attorney-resources>

Important updates regarding immigration procedures, timing, and other administrative changes can be found at <http://immigrantjustice.org/policy/blog>

NIJC's Asylum Quick Reference Guide for *Pro Bono* Attorneys

Executive Office for Immigration Review

www.usdoj.gov/eoir

Automated Information Line: 1-800-898-7180

-For hearing information: option 1

-For asylum clock information: option 2

EOIR - Chicago Immigration Court

525 W. Van Buren Street, Suite 500

Chicago, IL 60607

Phone: 312-697-5800

ICE – Office of the Chief Counsel

525 W. Van Buren Street, Suite 701

Chicago, IL 60607

Phone: 312-542-8200

Fingerprint Appointments (for asylum in court only)

- Clients must have had a fingerprint appointment related to the asylum application prior to the date of the merits hearing
- Attorney is responsible for requesting appointment
- Contact NIJC if you have not obtained a fingerprint appointment by two months prior to the merits hearing
- See NIJC's asylum manual and appendix for instructions

Employment Authorization Document (EAD)

- Eligible 150 days after filing form I-589
- USCIS can grant an EAD 180 days after filing I-589
- Declining an expedited hearing, requesting a continuance, or changing venue may stop the clock.
- See NIJC's asylum manual for more information

Chicago Asylum Office

181 W. Madison Street, Suite 3000

Chicago, IL 60602

Phone: 312-849-5200

Fax: 312-849-5201

USCIS

www.uscis.gov

Customer Service Line: 1-800-375-5283

Case Preparation Checklist

- I-589 application with passport photo
- Legal memo (asylum office) or brief (court)
- G-28 (asylum office) or E-28 (court) appearance form
- Annotated index of documents
- Supporting documents, including
 - Client affidavit
 - Witness/expert affidavits
 - Client identity documents
 - Country condition reports
 - Corroborating evidence

Filing Reminders

- All documents must be translated into English and have a signed certificate of translation.
- Unless the judge ordered otherwise, all documents must be filed with the court 15 calendar days before the merits hearing.
- See the Immigration Court Practice Manual for required filing format

Nebraska Service Center

Courier Address for Asylum Applications:*

USCIS

Nebraska Service Center

850 S. Street

P.O. Box 87589

Lincoln, NE 68501-7589

**Always confirm the current mailing address at www.uscis.gov before filing any USCIS application.*

National Immigrant Justice Center

208 S. La Salle St., Ste 1300
Chicago, IL 60604

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