

## NIJC Asylum Docketing List

This list supplements deadlines and practice tips in [NIJC's Procedural Manual for Asylum Representation](#)

<p><b>Immediately After Receipt of the NIJC File</b></p> <ul style="list-style-type: none"> <li>• Has the client applied for asylum? If not, have you docketed the filing deadline?</li> <li>• Is the client eligible for a work permit? If yes, have you docketed when the client can apply?</li> <li>• If the client has a work permit, have you docketed the date when you should renew the work permit (180-days before its expiration)?</li> <li>• Does the client have any ICE check-ins? If yes, have you docketed those dates?</li> <li>• Does the client have any court hearings? If yes, have you docketed those dates and any related deadlines?             <ul style="list-style-type: none"> <li>○ 15-day filing deadline before merits</li> <li>○ Two months prior to filing deadline: send NIJC your draft affidavits</li> <li>○ One month prior to filing deadline: send NIJC your draft brief</li> </ul> </li> </ul>	<p><b>One Month After Receipt of the NIJC File</b></p> <p>If the case is before the immigration court:</p> <ul style="list-style-type: none"> <li>• Have you completed EOIR E-Registry?</li> <li>• Have you filed Form E28, in conjunction with a Motion to Substitute if necessary?</li> <li>• Have you filed a FOIA request?</li> <li>• Have you filed a biometrics request for each client?</li> </ul> <p><b>One Month Prior to the Master Calendar (Status) Hearing</b></p> <ul style="list-style-type: none"> <li>• Have you checked-in with NIJC to confirm next steps and whether any pre-hearing filings are necessary?</li> </ul>
<p><b>Monthly Monitoring for All Asylum Cases</b></p> <ul style="list-style-type: none"> <li>• Have you checked the EOIR Automated Information System (for court cases) or the USCIS Case Status Update (for asylum office cases) to verify the status of the case?</li> <li>• Have you verified that your appearances are on file with the correct agency?</li> <li>• Have you confirmed that the next hearing date, work permit filing deadlines, and ICE check-in dates are docketed?</li> <li>• Have you filed and received a response to your FOIA and biometrics requests?</li> <li>• Have you spoken with your client in the past month to determine if there have been any significant life changes; if the client's contact information has changed; or if the client has any questions or concerns?</li> </ul>	<p><b>Prior to the Merits Hearing</b></p> <p><b>Six months Before the Merits Hearing</b></p> <ul style="list-style-type: none"> <li>• Have you sent NIJC a case update?</li> <li>• Have you docketed the internal deadlines for NIJC's review? (Send affidavits to NIJC two months before the filing deadline; send the brief one month before the filing deadline)</li> </ul> <p><b>Three Months Prior to the Filing Deadline:</b></p> <ul style="list-style-type: none"> <li>• Will you be prepared to send your draft affidavits to NIJC in one month?</li> </ul> <p><b>Two Months Prior to the Filing Deadline:</b></p> <ul style="list-style-type: none"> <li>• Have you sent your draft affidavits to NIJC for review?</li> <li>• Will you be prepared to send your draft brief to NIJC in one month?</li> </ul> <p><b>One Month Prior to the Filing Deadline:</b></p> <ul style="list-style-type: none"> <li>• Have you sent NIJC a draft of your brief?</li> </ul>

### VAWA and U Visa Docketing List

This list supplements deadlines and practice tips in [NIJC's Procedural Manual for U Visas](#)

#### VAWA: After Receipt of the NIJC File

- Is your client divorced from the abuser? Have you docketed the filing deadline for two years from the date the divorce was finalized?
- Does your client have a derivative child who will soon turn 21? If yes, have you docketed the filing deadline for a date before the child's 21 birthday?

#### U Visa: After Receipt of the NIJC File

- Have you docketed the filing deadline for a date before the I-918B certification expires?
- Does your client have a derivative child who will soon turn 21? If yes, have you docketed the filing deadline for a date before the child's 21st birthday?

#### Monthly Monitoring for VAWA and U Visa Cases

- Was your client scheduled for a biometrics appointment? If yes, did s/he attend?
- Have you submitted your filing? If yes, have you provided an electronic copy to NIJC?
- Have you or your client received any correspondence from USCIS? If yes, have you provided an electronic copy to NIJC?
- Does the current attorney of record have an appearance on file?
- Has your client moved? If yes, have you notified NIJC and filed an AR-11 with the Vermont Service Center?
- Have you spoken with your client in the past six months to determine if there have been any significant life changes; if the client's contact information has changed; or if the client has any questions or concerns?

***If an attorney assigned to an NIJC case is leaving the firm, please contact NIJC immediately.***