

Filing Checklist: Asylum Applications

A complete application for asylum, filed affirmatively or defensively, includes the following:

Asylum Office (affirmative)

(file with the Nebraska Service Center)

- Appearance form: G-28
- Application for asylum (I-589) and 1 passport photo
- 2 copies, plus an additional copy for each derivative
- No filing fee!

Immigration Court (defensive)

- Appearance form: E-28
- Application for Asylum (I-589) and 1 passport photo
- 1 copy of the I-589, plus another copy served on DHS
- No filing fee!

Then one week before the interview, file: (with the Chicago Asylum Office)

- Legal memo
- A detailed client affidavit/declaration with a translator's certificate if necessary
- Annotated Index
- Supporting Documentation, including - Identity Documents, Expert Affidavits (possibly), and Other Corroboration
- Evidence of claimed relationship for all included family members

Then prior to merits hearing, file:

- Brief
- A detailed client affidavit/declaration with a translator's certificate if necessary
- Annotated Index
- Supporting Documentation, including - Identity Documents, Expert Affidavits (possibly), and Other Corroboration
- Evidence of claimed relationship for all included family members.
- Certificate of service on DHS

Remember!

1. Affirmative applications must be **received** by the Nebraska Service Center within one year of the client's most recent entry to the United States.
2. Asylum applications filed in court must be submitted at a hearing, in open court, within one year of the client's most recent entry to the United States
3. If the client's next Master Calendar hearing falls after the one-year filing deadline and no asylum application has been previously filed (e.g. at the Asylum Office), *pro bono* attorneys must submit the client's application to the clerk at the filing window for the Chicago Immigration Court with a motion requesting leave to file the application with the clerk. *Pro bono* attorneys should be sure to get a date-stamped copy of this filing for their records
4. All documents submitted to court must be served on the DHS office of the Chief Counsel