

## Initiating Protocol

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- ☐ **a. Initiate 235 Protocol when client makes contact with project via**
  - ☐ i. referral from LOP / DMRS
  - ☐ ii. kite received
- ☐ **b. Schedule client for Case Intake for next day (resources permitting)**
- ☐ **c. CDB Entries**
  - ☐ i. Create 235 case (Administrative Coordinator)
  - ☐ ii. Add to List
    - ☐ 1. CALL-UP > Add to List / DATE / Afternoon / Assigned Attorney / CFI Intake
    - ☐ 2. Day of: CALL-UP > CFI Intake
- ☐ **d. Print CFI INTAKE PACKET for use at CFI Intake appointment**

## CFI Intake

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- ☐ **a. This is the most critical stage in the 235 Protocol; if time is short or energy is short, you may divide this intake into 2 consecutive days**
- ☐ **b. Introduce Yourself**
- ☐ **c. Introduce AILA Pro Bono Project**
- ☐ **d. Verify Client wants attorney/doesn't have an attorney**
- ☐ **e. Obtain G-28**
  - ☐ i. Email G-28 to /Artesia.Asylum@dhs.gov
- ☐ **f. Obtain media waiver**
  - ☐ i. Create case note "Client Intake / Bond Worksheet / Case Narrative" using today's date
  - ☐ ii. Upload media waiver to "Client Intake / Bond Worksheet / Case Narrative"
- ☐ **g. Obtain Limited Representation Agreement**
  - ☐ i. Upload to "Client Intake / Bond Worksheet / Case Narrative"
  - ☐ ii. Explain: representation through Bond Hearing; client affirmatively authorizes attorney to withdraw at conclusion of bond hearing
  - ☐ iii. Explain: no promise of representation after bond hearing
  - ☐ iv. Explain: client authorizes other attorneys to file pleadings, appear in case, access information
- ☐ **h. Show CFI video (optional)**

- ☐ **i. Explain CFI process**
  - ☐ i. CFI Infographic
  - ☐ ii. Welcome Letter
- ☐ **j. Complete CFI Intake**
  - ☐ i. Preferred: Online CFI / Bond Intake /URL
  - ☐ ii. Upload auto-generated Online Response to “CFI Intake / Bond Intake / Case Narrative” - save as “CDB#-Intake.docx” (insert actual CDB#)
  - ☐ ii. (available) Hand-entry CFI / Bond intake
- ☐ **k. Gather client documents (E/R order, any ICE forms, any CIS forms)**
  - ☐ i. Upload to CDB at the “CFI Intake / Bond Intake / Case Narrative” case note
  - ☐ ii. Identify documents that ICE might have that will be useful for the case (police reports, ID documents, etc)
- ☐ **l. Enter all parties into CDB (mother & children)**
- ☐ **m. Schedule Client Follow up to prep for CFI**
  - ☐ i. Schedule follow-up in 3 or less days, resources permitting
  - ☐ ii. If CFI date is known, schedule CFI prep for day before
- ☐ **n. CDB Entries --**
  - ☐ i. Case Note for client appnt (explaining which protocol steps were completed)
    - ☐ 1. Case Note // Client Appnt; I met with client; completed protocol steps 2a-m, G28 signed & submitted to Asylum email, /other relevant process information
    - ☐ 2. Upload G28 to this case note
  - ☐ ii. Case Note for “Client Intake / Bond Worksheet / Case Narrative”
    - ☐ 1. Attach the Online Intake or Hand-entry intake form
    - ☐ 2. Attach any client documents
  - ☐ iii. Client follow-up - within 3 days
    - ☐ 1. Assignee THE LIST // CALL-UP > CFI Follow-Up Protocol Step /X

- ☐ **a. Conference case at Big Table**
- ☐ **b. Immediately enter notes from Big Table conference as:**
  - ☐ 1. Case Note // Conference report: /insert report (describing any discussion of case, any assignments)

- ☐ **a. Re-explain CFI process**
- ☐ **b. Explain that attorney might not speak at CFI**
- ☐ **c. Do mock CFI or other CFI prep work**
- ☐ **d. CDB entries:**
  - ☐ i. CFI prep appnt
    - ☐ 1. Case Note // CFI Prep appnt, prepared client /enter other items of note
  - ☐ ii. CFI - if already scheduled
    - ☐ 1. Add to List for day of CFI
  - ☐ iii. CFI - not yet scheduled
    - ☐ 1. Add to List in 5 days to confer with client
  - ☐ 2. Assignee THE LIST // CALL-UP > Add to List / DATE / Anytime / Assigned Attorney / CFI scheduled? If not, confer with team leader

- ☐ **a. Defend client at CFI**
- ☐ **b. Take excellent notes**
  - ☐ i. Record AO name & badge #
  - ☐ ii. Record names of all present
  - ☐ iii. Record whether children are present
  - ☐ iv. Record Q&A
- ☐ **c. Meet with client post-CFI to explain how interview went & to expect results in approximately 3 days; remind client to immediately contact us after results received; explain we may not attend the CFI results appointment if positive finding**
- ☐ **d. CDB Entries --**
  - ☐ i. Create "Interview Report" - write "I attended CFI; AO /name; notes attached"
  - ☐ ii. Upload notes
  - ☐ iii. Follow up appointment for 5 days to determine if CFI results served
    - ☐ 1. Assignee THE LIST // CALL-UP > Add to List / DATE (5 days) / Anytime / Anyone / CFI results?

- **a. If CFI+, you may opt not to attend**
  - i. Create Case Note // CFI Results, CFI+
  - ii. Upload CFI results (Form I-870, Q&A, etc) to this case note
  - iii. Initiate Bond Protocol same-day or next day
  - iv. Terminate this protocol
- **b. If CFI-, you should attend**
  - i. Create Case Note // CFI Results, CFI-
  - ii. Upload CFI results
  - iii. Explain to client, CFI-
  - iv. Proceed with this protocol to NCFR Prep
  - v. Schedule for NCFR Prep or same-day prep
    - i. Assignee THE LIST // CALL-UP > Add to List / DATE (within 3 days) / Anytime / Assigned Attorney / Prep for NCFR

- **a. Explain what is NCFR**
- **b. Prepare client for NCFR**
- **c. Prepare & file court pleadings (Confer with team leader if necessary to prepare or file)**
  - i. E28: Prepare, sign
  - ii. Motion to allow for counsel
  - iii. Declaration of client supporting CF (especially if not all facts in the CFI Q&A)
  - iv. Background materials
- **d. Explain VTC / IJ hearing**
- **f. CDB Entries --**
  - i. Case Note // Client appt; prepared for NCFR; pleadings prepared & filed (if prepared & filed, or other important information)
  - ii. Upload court pleadings to this case note
  - iii. Date known - NCFR: schedule client for day of NCFR
    - 1. Assignee THE LIST // CALL-UP > Add to List / DATE / Anyone / Assigned Attorney / NCFR
    - 2. Assignee INTERVIEW // CALL-UP > CFI / date / time / name is assigned attorney if any
  - iii. Date unknown - NCFR: schedule client for 7 days
    - 1. Assignee THE LIST // CALL-UP > Add to List / DATE / Anyone / Assigned Attorney / NCFR scheduled?

- ☐ **a. Defend client at NCFR**
- ☐ **b. Take excellent notes**
  - ☐ i. Record IJ name
  - ☐ ii. Record names of all present
  - ☐ iii. Record whether children are present
  - ☐ iv. Record questions & decision
- ☐ **c. Meet with client post-NCFR to explain result**
- ☐ **d. CDB Entries –**
  - ☐ i. Enter a Hearing Report:
    - ☐ 1. Hearing Report // NCFR IJ Name, REVERSED or AFFIRMED, summary of results
  - ☐ ii. Upload hearing notes to this Hearing Report
  - ☐ iii. If Affirmed (NCFR-) Create a CALL-UP to confer with Team Leader
    - ☐ 1. Assignee TEAMLEADER // CALL-UP > Conference result
    - ☐ 2. Proceed to next step for MTR Prep
  - ☐ iv. If Reversed (NCFR+), terminate this protocol and proceed to Bond Protocol

## Motion To Reconsider

## 9

- ☐ /in development

## Terminating Protocol

## 10

- ☐ /in development