

[date]

hand delivered

[client name]

Re: Your Immigration Case

Dear [client]:

To make sure that your case is properly prepared for the coming hearing¹, we need to document each fact in your claim. Any additional documents in support of your asylum claim, including proof that your Biometric fingerprints have been completed, are needed no later than [date]. **You have been scheduled for an appointment for [date] to provide this Office with the documents/evidence requested. See attached list.**

Additionally, we suggested the following witnesses for your next hearing: all witnesses that can testify in support of the facts in your claim. Be prepared to provide a list of those witnesses, their immigration status, and anticipated testimony at the above appointment.

This list is not exclusive and you should refer to the attached asylum preparation letter or make an appointment with this Office if anything is unclear or you have additional questions. All foreign language documents must be translated into English and contain proper certificates of translation. If the facts of your case have changed (for example, due to serious illness or legalization in the family or criminal arrests), notify this office immediately. Moreover, your failure to timely file your additional documents on or before may result in their exclusion as evidence at a later date.

Always bring your original documents to every meeting with the attorney and every court hearing. Your failure to timely file your additional documents may result in their exclusion as evidence at a later date. Thank you for your attention to this matter. Should you have any questions regarding the above, please do not hesitate to contact me.

Very Truly Yours,

Attorney

Attachment: List of needed Documents
Notice of [date] Hearing
General Asylum Preparation Letter

Confirmation of Client Receipt (Confirmación de recibo del cliente): X_____

¹ **IMPORTANT:** Always refer to your Notice of Hearing for the complete time and date. If you have lost or misplaced your Notice of Hearing, contact the Immigration Court Automated Information Line at 1-800-898-7180. If you have an emergency on the day of your hearing, call the Immigration Court at (213) 894-2811 to try to avoid deportation. If your hearing is in the morning, be in the courtroom at 7:30 A.M.; if your hearing is in the afternoon, be in the courtroom at 12:00 P.M. Be sure to check in with the Judge's clerk when arriving at Court.