Caveat

The sample documents in the Immigration Practice Toolbox are just samples. Read each one carefully and adapt it to meet your specific needs; but don’t forget, the law can change quickly, so always review the relevant rules and regulations.

Law Office Management

Office and Case Management

Articles

100(a) Best Practices for Immigration Law Management  
   by Davis C. Bae and David S. Jones

100(b) Reinventing Your Law Office  
   by Reid Trautz and Ken Stern

100(c) The Importance of Advanced Business Planning in the Initial Representation Decision  
   by Roxana C. Bacon

100(d) Getting Paid: A Primer for Immigration Lawyers  
   by Reid Trautz and Carl Falstrom

100(e) You Are Not Alone: Creative Practices in Managing People  
   by Davis C. Bae, Steven Garfinkle, and Linda Rahal

100(f) Reminder Sheet for Checking Visa Bulletin  
   by Davis C. Bae and David S. Jones

Samples

101 Certificate of Translation  
   by Ronald Tasoff

102 Inactive File Memorandum  
   by Michael W. Schoenleber

103 Service Center Tracking Log  
   by Bonnie Stern Wasser
104 Letter to LPR Client Regarding Closing of File  
   by David Fullmer

105 Final Client Review Letter  
   by Andrew R. Lerner

106 Sample Closing E-mail  
   updated by Davis C. Bae and Reid Trautz

107–08 Notice Regarding Discharge of Attorney  
   by Michael W. Schoenleber and Reid F. Trautz

109 Solo/Small Law Office Procedures Checklist  
   by Reid F. Trautz

110 Performance Evaluation of Legal Support Staff  
   by Paul McLaughlin

Client Management

111 Referral Information Form  
   by Bonnie Stern Wasser

112 Prospective Client Phone Information Sheet  
   by Bonnie Stern Wasser

113 General Immigration Questionnaire  
   by Janet H. Cheetham

114(a–b) Client Information Sheets  
   by Reid Trautz

115 Addendum to Client Intake Sheet  
   by Bonnie Stern Wasser

Marketing/Advocacy

116 Sample Op-Ed  
   by AILA Advocacy Staff

116(a) AILA’s Media Relations Handbook  
   by AILA Advocacy Staff

116(b) Ten Commandments for Growing your Law Firm Website  
   by Carl M. Shusterman

Ethical Considerations in Attorney/Client Relationship

117 Representation Letter in Connection with Immigration Matter  
   by H. Ronald Klasko
TABLE OF CONTENTS

117(a) Ethics and Case Management
    by Davis C. Bae

118 Sample Fee Agreement
    by Sarah Buffett

119–22 Joint Representation Letters
    by Janet H. Cheetham, Linda Rose, and Cheryl Williams

123 Conflict Letter of Disclosure and Mutual Consent Form
    by Edward R. Litwin

Consular Processing

Priority Date

201 Letter to Client: Priority Date Almost Reached (Immigrant Visa Documentation Reminder Letter)
    by Ronald J. Tasoff

Instruction Package

202 Letter and Checklist Regarding Preparation of IV Instruction Package
    by David Fullmer

Immigrant Visa Interview

203 Immigrant Visa Interview Document Checklist
    updated by Evan Green

Advisory Opinion

204 Sample Legalnet E Visa Inquiry Request
    by Roy Jack Watson, Jr.

205 Response Letter to Advisory Opinion Division
    by Roy Jack Watson, Jr.

206 Brief in Support of Advisory Opinion for Immigrant Visa Application
    by Derek Strain and Margaret H. McCormick

207 Letter to Client Regarding AOS vs. Consular Processing
    by Dinesh Shenoy

208 Letter to Client Regarding EADs and Advance Parole for Pending AOS Petition
    by Dinesh Shenoy

209 Letter to Client Regarding Visa Petition Approval and Consular Processing
    by David Fullmer

Copyright © 2009 American Immigration Lawyers Association. All rights reserved.
Employment-Based Immigration

General Information

Article

300 Overview of Employment-Based Immigration
by Laura Hofman

Samples

301–04 Client Letters Outlining Basics of Employment-Based Immigration
by Ronald J. Tasoff and Richard J. Tasoff, Edward R. Litwin, and Cyrus D. Mehta

Labor Certification Case Analysis

305–06 Labor Certification Case Analysis Form and PERM Procedural Checklist
updated by Laura Hofman and by Nancy-Jo Merritt

Labor Certification Job Description and Prevailing Wage

307 Client Instructional Letter—PERM Job Description and Prevailing Wage
by Ronald J. Tasoff and Richard J. Tasoff

308–12 PERM Job Description Matrix and Posting Requirements; Prevailing Wage Determination
Worksheet and Form
by Nancy-Jo Merritt, Ronald J. Tasoff and Richard J. Tasoff, and Cyrus D. Mehta

313 Memo to Employers Outlining Required Documentation of Ability to Pay Proffered Wage
by Edward R. Litwin

Labor Certification Recruitment

314 Client Instruction Letter—PERM Recruitment and Application
by Ronald J. Tasoff and Richard J. Tasoff

315–17 PERM Recruitment Worksheets and Checklist
by Cyrus D. Mehta and Nancy-Jo Merritt

318 Letter to Employer—Recruitment Information in Labor Certification Cases
by H. Ronald Klasko

Labor Certification Application and Approval

319(a–c) PERM Questionnaires—Recruitment Information in Labor Certification Cases
by H. Ronald Klasko

320 Letter to Employers: Process and Instructions for PERM Application
by Nancy-Jo Merritt
<table>
<thead>
<tr>
<th>Page</th>
<th>Title</th>
<th>Author(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>321</td>
<td>Letter to Employer Regarding Online PERM Registration—Account Instructions</td>
<td>Cyrus D. Mehta</td>
</tr>
<tr>
<td>322–25</td>
<td>PERM Questionnaires for Employer and Applicant</td>
<td>Ronald J. Tasoff and Richard J. Tasoff, Nancy-Jo Merritt, and updated by Laura Hofman</td>
</tr>
<tr>
<td>326</td>
<td>PERM Approval Cover Letter to Client</td>
<td>Nancy-Jo Merritt</td>
</tr>
</tbody>
</table>

**Labor Certification Document Retention and Auditing**

<table>
<thead>
<tr>
<th>Page</th>
<th>Title</th>
<th>Author(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>327</td>
<td>PERM Document Retention Checklist</td>
<td>Nancy-Jo Merrit</td>
</tr>
<tr>
<td>328–30</td>
<td>Letters and Memoranda Regarding PERM Audit Compliance and Audit Response</td>
<td>Cyrus D. Mehta</td>
</tr>
</tbody>
</table>

**Immigrant Visa Petition**

<table>
<thead>
<tr>
<th>Page</th>
<th>Title</th>
<th>Author(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>331</td>
<td>Company Letter in Support of I-140 Petition Requesting Recaptured Priority Date Based on Earlier Labor Certification</td>
<td>Laura Hofman</td>
</tr>
<tr>
<td>332</td>
<td>Letter Notifying Client Regarding Approved I-140 Petition</td>
<td>David Fullmer</td>
</tr>
<tr>
<td>333</td>
<td>Former Employer Letter</td>
<td>Laura Hofman</td>
</tr>
</tbody>
</table>

**Labor Certification–Exempt Immigrant Visa Petitions**

<table>
<thead>
<tr>
<th>Page</th>
<th>Title</th>
<th>Author(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>334</td>
<td>Letter to Client Addressing Alternative Categories to Labor Certification</td>
<td>Laura Hofman</td>
</tr>
<tr>
<td>335</td>
<td>Professional Reference Letter for Applicant Under §203(b)</td>
<td>Laura Hofman</td>
</tr>
</tbody>
</table>

**Specific Immigrant Visa Petitions and Adjustment of Status**

<table>
<thead>
<tr>
<th>Page</th>
<th>Title</th>
<th>Author(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>336</td>
<td>Checklist for Petition by Entrepreneur to Remove Conditional Basis of Lawful Permanent Residence</td>
<td>Bonnie Stern Wasser</td>
</tr>
<tr>
<td>337</td>
<td>Support Letter for I-360 Religious Worker Petition</td>
<td>Rodney M. Barker and Rosanne T. Milano</td>
</tr>
<tr>
<td>338</td>
<td>Memorandum to Nonimmigrant Visa Holder Regarding Permanent Residence Filing</td>
<td>Edward R. Litwin</td>
</tr>
</tbody>
</table>
National Interest Waiver

401 Attorney Cover Letter
   by Nathan A. Waxman

402(a–g) Ten Representative Letters of Support for Client’s NIW Petition
   by Nathan A. Waxman

403(a–b) Attorney’s Cover Letter to USCIS Responding to RFE
   by Nathan A. Waxman

404(a–g) RFE Response Supporting Letters
   by Nathan A. Waxman

Trade NAFTA (TN)

501(a–b) TN Cover Letter and Support Letter for Architect
   by Mark A. Ivener

502(a–b) TN Support Letter and Table of Contents for Computer Systems Analyst
   by Kathleen Campbell Walker

503 Scientific Technician Support Letter
   by Brian D. Zuccaro

504 Support Letters for Computer Systems Analyst and Management Consultant
   by Brian D. Zuccaro

505–07 TN Cover Letter, Support Letters for Management Consultant
   by Mark A. Ivener and Brian D. Zuccaro

508(a–b) TN Support Letter and Table of Contents for Registered Nurse
   by Kathleen Campbell Walker

Nonimmigrant Employment-Based Visas

601 H-1B/LCA “To-Do” Checklist
   updated by Todd Irwin

602(a–b) H-1B Memorandum (to Employer) with Labor Condition Application Worksheet
   by Nancy Taylor Shivers

603 Letters and Memorandum to Employers on LCA/H-1B Processing
   by Cyrus D. Mehta

604 Letter to H-1B Employers on Liability Regarding Use of Prevailing Wage Information
   and Explanation of Use of OES Statistical Information
   by Andrew R. Lerner
<table>
<thead>
<tr>
<th>Page</th>
<th>Description</th>
</tr>
</thead>
</table>
| 605  | Memorandum to Employer on Documentary Requirements for LCAs  
by H. Ronald Klasko and William A. Stock |
| 606–07 | H-1B Support Letters  
by Janet H. Cheetham and updated by Todd Irwin |
| 608  | Letter to Employer Concerning Effect of Potential Strike on H-1B Employees  
by Paul R. Hribernick |
| 609  | Letter Withdrawing an H-1B Petition  
by Paul R. Hribernick |
| 610  | Memorandum to USCIS Regarding Employer’s Notice of Change in Permanent Job Based on AC21 Portability  
by Eric Fleischmann |
| 611  | Chart of Potentially Recapturable H-1B Time  
by Eric Fleischmann |
| 612  | Restructuring Certificate for H-1B Public Inspection Files Regarding a Corporate Change  
by Eric Fleischmann |
| 613  | Travel Letter for H-1B Employee Following Corporate Change  
by Eric Fleischmann |

**Miscellaneous Nonimmigrant Visa Documents**

<table>
<thead>
<tr>
<th>Page</th>
<th>Description</th>
</tr>
</thead>
</table>
| 701–03 | B-1 Checklist (for Attorney) and Support Letters  
by Janet H. Cheetham and Mark A. Ivener |
| 704–05 | E Visa Checklist and E-1/E-2 Support Letters  
by Bonnie Stern Wasser and updated by Todd Irwin |
| 706–07 | H-3 Checklist and Training Schedules  
by Bonnie Stern Wasser |
| 708(a–b) | K-1/K-3 Checklists  
by Bonnie Stern Wasser and updated by Todd Irwin |
| 709  | Documentation and Information Required for L-1 Nonimmigrant Petitions  
by Derek Strain and Margaret H. McCormick |
| 710–11 | O-1 Checklist, Questionnaire, and Support Letter  
by Ronald J. Tasoff and updated by Todd Irwin |
| 712  | R-1 Support Letter  
updated by Todd Irwin |
| 713  | Memorandum to Client Concerning Entries Using Automatic Visa Revalidation  
by Nancy Taylor Shivers |
Family-Based Immigration

801–02 Checklists to Client for Marriage Cases
by Michael W. Schoenleber and Bonnie Stern Wasser

803 Letter to Client Regarding Approval of I-130 Petition
by David Fullmer

804 Post-Filing Letter to Client for Adjustment of Status Based on Marriage to a U.S. Citizen
by Mark A. Ivener

805 Letter to Client on Filing Application to Remove Temporary Condition on Permanent Residence
by Mark A. Ivener

Child Status Protection Act (CSPA)

Article

900(a) Child Status Protection Act Practice Advisory
by Mary Kenney

Samples

900(b) Child Status Protection Act—Flowchart
by Tina Niedzwiecki and Shane Dizon

900(c) Child Status Protection Act—Tracker Line
by Tina Niedzwiecki and Shane Dizon

901–02 Letter to Consulate Regarding CSPA Denial; Letter to Client Regarding CSPA Options
by William A. Stock, and Tina Niedzwiecki and Shane Dizon
# Table of Contents

## Violence Against Women Act (VAWA)

1001 Battered Spouse/Child Self-Petition Checklist  
*updated by Davis C. Bae*

1002 Battered Spouse Declaration in Support of I-360 Self-Petition  
*updated by Davis C. Bae*

## Naturalization

1101 List of Requirements for Naturalization [for Client’s Use]  
*by Mark Silverman*

1102 Naturalization Intake Questionnaire (N-400)  
*by Michael W. Schoenleber*

1103(a–b) Letters for Naturalization Application under INA §316(b)  
(Absent from U.S. Due to Qualifying Employment)  
*by James David Acoba*

1104 Cover Letter for Naturalization Application under INA §329  
(Honorable Military Service During Combat Period)  
*by James David Acoba*

## Removal Defense

### Article

1200(a) How to Manage a Removal Defense Department  
*by Nikki Mehrpoo Jacobson*

### Samples

1201 Asylum Checklist  
*by Susan Hill*

1202 Brief in Support of Cancellation of Removal §240A(a) with Criminal Conviction  
*by Judith Wood*

1203 Letter to Client Outlining Basics of Waivers Before EOIR  
*by Madhu N. Sharma*

1204 Letter to Client Addressing Process and Instructions for Waivers Before EOIR  
*by Madhu N. Sharma*

1205 Affidavit of Hardship for Qualifying Relative in Waiver Cases Before EOIR  
*by Madhu N. Sharma*

1206 Sample Brief on Asylum, Withholding, and Relief Under the Convention Against Torture  
*by Susan Hill*
1207  Letter to Client During Preparation of an Asylum Case for an Upcoming Court Filing/Hearing  
  by Susan Hill

1208  Letter to Client After Court Hearing  
  by Susan Hill

1209  Sample Brief for Establishing Eligibility for Asylum  
  by Susan Hill

1210  Letter to Client Regarding Next Court Hearing  
  by Susan S. Han and Nikki Mehrpoo Jacobson

1211–12  Motions to Continue, Change Venue  
  by Daniel P. Hanlon

1213  Letter to Client About Obtaining a Psychological Evaluation for Non-LPR Cancellation of Removal  
  by Susan S. Han and Nikki Mehrpoo Jacobson

1214  Letter to Client Regarding Doctor’s Evaluation of a Person’s Medical Condition  
  by Susan Han and Nikki Mehrpoo Jacobson

1215  Letter to Client Regarding Non-Cooperation and Request to Contact Counsel’s Office—EOIR Case  
  by Susan S. Han and Nikki Mehrpoo Jacobson

1216  Letter to EOIR to Request File Review  
  by Susan S. Han and Nikki Mehrpoo Jacobson

1217  Letter to Third Party Regarding How to Authenticate Documents Pursuant to 8 CFR §287.6  
  by Susan Hill

1218  Form Given to Client Regarding Documents Required for Non-LPR Cancellation of Removal  
  by Susan S. Han and Nikki Mehrpoo Jacobson

1219  Form Given to Client to Obtain Information for Non-LPR Cancellation of Removal  
  by Susan S. Han and Nikki Mehrpoo Jacobson

1220  Letter to Client Regarding Documents and Letters Needed to Prove Hardship for Non-LPR Cancellation of Removal (EOIR 42B)  
  by Susan S. Han and Nikki Mehrpoo Jacobson

1221  Adjustment of Status Hearing Supporting Documents  
  by Daniel P. Hanlon

1222  Letter to Client That the File Is Now Closed at the Attorney’s Office  
  by Susan S. Han and Nikki Mehrpoo Jacobson