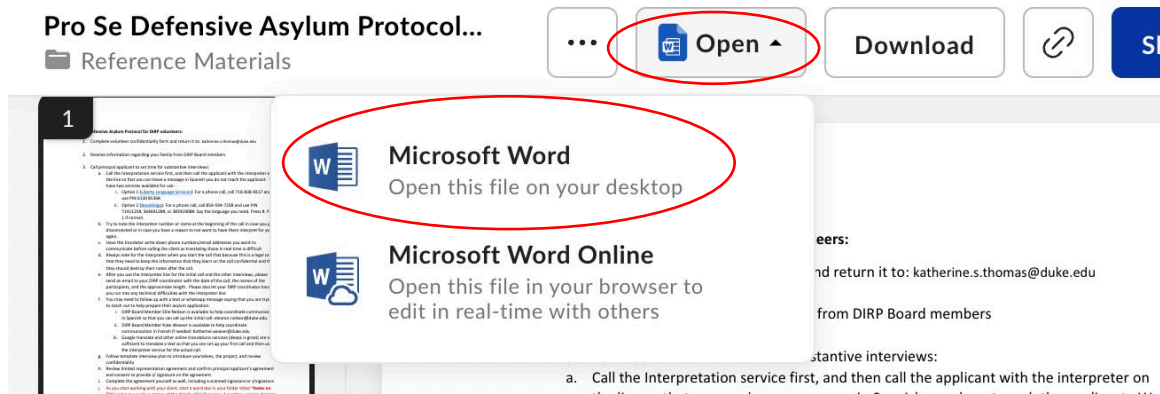


### Pro Se Defensive Asylum Protocol for DIRP volunteers:

1. Complete volunteer confidentiality form and return it to:
2. Receive information regarding your family from DIRP Board members
3. Call principal applicant to set time for substantive interviews:
  - a. Call the Interpretation service first, and then call the applicant with the interpreter on the line so that you can leave a message in Spanish you do not reach the applicant. We have two services available for use:
    - i. Option 1 ([Liberty Language Services](#)):
    - ii. Option 2 ([Boostlingo](#)):
  - b. Try to note the interpreter number or name at the beginning of the call in case you get disconnected or in case you have a reason to not want to have them interpret for you again.
  - c. Have the translator write down phone numbers/email addresses you want to communicate before calling the client as translating those in real time is difficult
  - d. Always note for the interpreter when you start the call that because this is a legal call that they need to keep the information that they learn on the call confidential and that they should destroy their notes after the call.
  - e. After you use the interpreter line for the initial call and the other interviews, please send an email to your DIRP coordinator with the date of the call, the names of the participants, and the approximate length. Please also let your DIRP coordinator know if you run into any technical difficulties with the interpreter line
  - f. You may need to follow up with a text or whatsapp message saying that you are trying to reach out to help prepare their asylum application.
    - i. DIRP Board Member --- is available to help coordinate communication in Spanish so that you can set up the initial call:
    - ii. DIRP Board Member --- is available to help coordinate communication in French if needed:
    - iii. Google translate and other online translations services (deepL is great) are often sufficient to translate a text so that you can set up your first call and then use the interpreter service for the actual call.
  - g. Follow template interview plan to introduce yourselves, the project, and review confidentiality
  - h. Review limited representation agreement and confirm principal applicant's agreement and consent to provide s/ signature on the agreement
  - i. Complete the agreement yourself as well, including a scanned signature or s/signature
  - j. **As you start working with your client, start a word doc in your folder titled "Notes on File" and put a quick summary of the details of his/her case, A number, and any barriers you're facing (can't find NTA, no passport or birth certificate, etc.), questions you have, or concerns about the claims.**
  - k. We recommend **working on all the documents** (word docs, i-589, etc) **through Box Edit**. There are multiple benefits to doing this. First, it limits the amount of confidential information on your computer that you will later have to delete. Second, it keeps the

document in a common space that your partner and your DIRP coordinator can look at to view your progress and to add things as we go. This also helps if your laptop were to have an issue and you were to lose the information on it. Finally, it prevents some locking out issues that sometimes happen on immigration forms.

- i. If you don't have Box Edit, you can download it through Duke Box. Just login to Duke Box, press the grid icon on the menu bar on the left that leads you to the app center, type in Box Edit, and download from there.
- ii. Once you have Box edit installed, you will be able to open documents from the online box onto your desktop apps. Just press the "open" button at the top of your documents. Sometimes that will open the document (like for PDFs), and sometimes you will need to subsequently press "Microsoft Word" to open it through your own Microsoft app. All changes on the document will be saved back to Box when you save the document.
- iii. Note that you can edit with your partner at the same time if you use the online editor, but not if you use the desktop editor.



- iv.
  - v. If you have any problems with Box Edit or with formatting on the forms, please contact --- at --- who can help you get it sorted out.

- I. Set up two interviews times to complete the I-589:
  - i. Plan for 2-3 hours on zoom or WhatsApp for each interview
  - ii. Confirm with the family which video platform they can use
  - iii. You can reserve a library study room in order to conduct these interviews; you can conduct them from your home so long as you are in a confidential space where no one else can hear you or the asylum applicant. You can also contact Hannah IsraelMarie if you need to reserve an interview room at school so that you have a confidential location in which to conduct the interviews. Send the family the worksheet in Spanish to collect this information, if possible, so that they can prepare the information in advance and send it back to you
- m. **Deadline for contacting family: October 7**

4. **By October 17**, Confirm that we have all required documents:

- a. CCLA should be gathering the following documents, which we will upload to the folder for your family:
  - i. Birth certificates for every family member that will be included in the application

- ii. Photo page from each passport if the family members have them
    - iii. Notice to Appear: A Notice to Appear (an "NTA"), is the document issued by the Department of Homeland Security that charges a person with being removable (a.k.a. deportable) from the United States and signals the initiation of removal proceedings against you
  - b. Email your DIRP board member if you are missing any of these documents and we will follow up with CCLA to gather these.
  - c. Prof. Evans will send out documents for translation
- 5. Interview A: Complete all biographic information (2-3 hours)
  - a. Set up zoom with principal applicant and have interpreter on speakerphone next to computer. You can also set up WhatsApp video call but this will require using a second phone on speaker for the interpreter as you cannot call the interpreter line and use WhatsApp on a single device.
  - b. Receive information from questionnaire and input answers into I-589 in advance if possible
  - c. Review each and every question on the I-589 pages 1 – 4
  - d. Ask principal applicant to explain briefly the reason they decided to flee from their home country. You can explain that this will allow you to develop questions so you can complete as strong an application as possible for them and that you will ask them additional questions in the next interview
  - e. Set date for interview on the reason for seeking asylum
  - f. **This should be completed by October 17**
- 6. Meet with Professor Evans to Plan for Interview on Asylum Claim
  - a. Prepare questions based on case summary
  - b. Arrange meeting with Professor Evans before this interview to go over questions before interviewing principal applicant
    - i. **Deadline for pre-interview review meeting: October 21**
- 7. Interview B: Develop asylum claim (2-3 hours)
  - a. Ask permission to record interview; recording will be secured by emailing to yourself and uploading to family's folder; then deleting voice memo on your phone and deleting email from your inbox
  - b. Prepare a document with notes from the interview and save in client's folder
  - c. Draft the answers to the I-589 questions on page 5-8 and supplement B. in separate Word document in the folder for your client
  - d. Email Prof. Evans when this is complete
  - e. **Please complete this by October 28**
- 8. Prof. Evans will review and confirm that application is complete or will ask for additional questions and clarifications by **November 4**. Prof. Evans will work with DIRP Pro Bono Coordinators to compile completed applications.

9. Complete certification that confidential information has been removed from all electronic devices and return to your DIRP Coordinator
    - a. **Deadline is November 18**
- 

FINALIZATION WITH CCLA AND DIRP COORDINATORS: NO VOLUNTEER ACTION REQUIRED

10. Compile completed application
  - a. For applications participating in CCLA review on November 11:
    - i. DIRP Pro Bono Coordinators will work with Professor Evans to review folders to ensure all forms, original birth certificates, translations of birth certificates with certificate of translation, are complete
    - ii. CCLA to print for review at November 11 workshop

Hello everyone,

I'm so excited to work with you to secure the right to seek asylum for families in North Carolina and I'm grateful for your volunteer time this semester. In order to be ready to assist the family you are assigned, please review the following videos and materials to learn the basics of asylum law. In addition, you are going to need to work with interpreters and discuss sensitive and potentially emotional material. We've included resources here so that you can think carefully about how to do this in your remote interviews.

Please review all of this material before our training on 9/29. You will receive a zoom link for the training (with food available in advance to pick up and eat while you watch). We plan on meeting via zoom from 5:45-7:30pm and focusing on the mechanics of filling out the asylum form, commonly asked questions, and the procedure to complete your work in this project.

DIRP coordinators will add you to the Box folders we will be using for this project once they have your signed confidentiality agreement.

All the best,

**Kate Evans**

*(she/her/hers)*

Director, Immigrant Rights Clinic  
Clinical Professor of Law  
Duke University School of Law  
210 Science Drive, Box 90360  
Durham, NC 27708  
(919) 613-7036

**Training Material to Review:**

1. Introductory videos to the elements of asylum:
  - a. Asylum Overview (8:23 mins): <https://vimeo.com/174455145>
  - b. Persecution (4:50 mins): <https://vimeo.com/174162854>
  - c. Political Opinion (4:41 mins): <https://vimeo.com/174306765>
  - d. Particular Social Group (6:23): <https://vimeo.com/174312137>
  - e. Race, Religion, Nationality (3:43 mins): <https://vimeo.com/174533655>
  - f. Nexus (4:27 mins): <https://vimeo.com/174617576>
  - g. Persecutor (3:41 mins): <https://vimeo.com/174130272>
2. Immigrant Justice Campaign Asylum Eligibility One Pager (attached to email and available here: <https://duke.box.com/s/jka88pncb5xfa9dfpy070y9a26juqs0k>)
3. The Advocates for Human Rights Pro Bono Asylum Representation Manual, pp. 2-11 (attached to email and available here: <https://duke.box.com/s/vywgw6t4rfl6pjunvro9x64d3g3ssdbl>)
4. Watch this "Best Practices for Working with Survivors of Trauma," Immigration Justice Campaign, Recorded Webinar: <https://immigrationjustice.us/webinars/recorded-webinar-best-practices-for-working-with-survivors-of-trauma/> (about one hour).
5. Watch this Working with Interpreters, LSNJ: <https://www.youtube.com/watch?v=pVm27HLLiiQ> (about five minutes)
6. Read the attached Tips for Working with Interpreters handout (attached to email and available here: <https://duke.box.com/s/teee6qxs25qo6najpvpn7r3h0tmwz2aw>).

## Interview Script & Questions

### Leaving a voicemail:

Hi [client name]. My name is \_\_\_\_ (and my name is \_\_\_\_), and we're law students working with the Charlotte Center for Legal Action. We need to schedule a few calls to talk about your application and gather some information. Please call us back and let us know when you're available to talk.

### Leaving a voicemail (Spanish):

Hola Sra. \_\_\_\_\_,  
Me llamo \_\_\_\_ (y yo me llamo \_\_\_\_), y somos estudiantes de leyes trabajando con el "Charlotte Center for Legal Action". Queremos hablar con usted sobre algunos detalles que necesitamos para ayudarle. Por favor llámenos de vuelta a [phone number] o mándanos un mensaje de texto o whatsapp para dejarnos saber su disponibilidad.

### 1<sup>st</sup> call with client about retainer agreement and scheduling (with interpreter):

Hi [client name], this is \_[name]\_ and \_[name]\_ from Duke Law. We are using an interpreter today. Can you understand the interpreter well? When using an interpreter with us, please use short sentences and pause to allow the interpreter to translate word for word what you and we say.

We got your information from the advocates from the Charlotte Center for Legal Action based on your interest in receiving help completing your asylum application. How are you doing today? What name do you prefer?

We are law students, and all of our work will be reviewed and supervised by a licensed attorney. Because we are not yet lawyers, we will be careful not to give legal advice and if you have any questions, we will confirm all answers and get back to you. Also, everything we discuss today and on future calls will be confidential. The interpreter also knows that everything discussed will be kept confidential. We won't share any information to anyone outside of the legal team without their permission unless required to do so by the rules of professional conduct that governs attorneys. We will be recording our future interviews though to share with the attorney for review.

As a reminder, these services are free of charge, and you won't be asked to pay for help from us or from the pro bono lawyer that accompanies you to your interview. We have a limited representation agreement that describes our relationship that we will ask you to sign. If you say yes over the phone to adding your name to the agreement, we will sign electronically for you. Ok, so we're going to review the agreement with you now to make sure you feel comfortable to sign... (review agreement)

Is your email address a good way to contact you and share the agreement with you? OR do you prefer communications over the phone or WhatsApp?

We also have a family worksheet in Spanish to collect information from you about your family and other information ([email them this document as well to gather info](#))

Finally, we want to schedule two interview times to complete the asylum application together. Each meeting will be about 2-3 hours on Zoom or WhatsApp. We want to be on video for these calls. What's the best video program for you to use and when are you available?

### **Interview A with client about biographical information:**

- Remind client about confidentiality and working with interpreter (speak slowly and pause for interpreter to translate)
- Explain that you will be asking a lot of questions about their background, family and history. It is important that if clients don't understand the question that they say so. If they don't know the answer to the question, the best answer is to say, "I don't know." The most important thing is that they tell us the truth so that we can understand their case.
- Then, review the first four pages of the I-589 with your client and record all biographical information.
  - o Feel free to hand write or type in the answer to the form as you work your way through.
  - o You can put "none" or "NA" for any questions where that is the best answer (unless the person does not have a middle name, in which case you should leave that blank).
- Schedule time for Interview B (if don't have time set already).

### **Interview B with client about asylum claim:**

- Remind client about confidentiality and working with interpreter (speak slowly and pause for interpreter to translate)
- Questions and Flow of Interview:
  - o Explain that you will be asking a lot of questions. It is important that if clients don't understand the question that they say so. If they don't know the answer to the question, the best answer is to say, "I don't know." The most important thing is that they tell us the truth so that we can understand their case.
  - o Some things we will ask about may be difficult to talk about. Make sure clients know that if they need a break that they can ask at any time.
  - o Explain that all of the questions you will be asking relate to eligibility for asylum and that it is important for them to be as detailed as possible in providing answers.
- Recording:
  - o To help us focus on their interview answers, we would like to record. Make sure to get their permission before starting the recording.
  - o (You can record using the voice memo app on your phone or iPad and then upload the recording to the appropriate Box folder specific to the client).
- Questions for us:
  - o Before moving on to more substantive questions, see if clients have any questions for us.
  - o If they ask about any of the process you described above or logistics for working with you, you can answer.

- If they pose a question that calls for legal advice (i.e., they are give you facts that requires application of law to answer), politely let them know you cannot give legal advice, but that you will write down their question and will get an answer back to them as soon as possible. Ask your DIRP coordinator, who will confirm response with Prof. Evans and will provide follow up answers.

### Questions for Completing the Last 4 pages of the I-589:

- For questions on Page 5 of I-589:

- **Part B. 1. A**
  - Have you, your family, or close friends or colleagues ever experienced harm, mistreatment, or threats in the past by anyone?
    - Because this is a compound question, break this up into:
      - Have you ever experienced harm or threats in your country in the past?
      - Has your family experienced harm or threats in your country?
      - Have your close friends experienced harm or threats?
    - Can you elaborate on what happened?
    - Are you able to remember when the harm or threats occurred?
    - Can you tell me about the moment you decided to leave your home country? What was going on? What made you decide to leave at that time?
    - Can we try to map out a timeline of events? When did these problems begin? How did they develop? What was the worst incident that happened and how soon after did you decide to leave?
    - Can you tell us who caused the harm or threats?
    - Why do you believe the harm or threats occurred? Why do you think the abuser target you for harm or threats and not someone else?
    - I'm also going to ask about specific kinds of harms that are common in asylum cases. I know it can be difficult to talk about some of these subjects with someone you do not know very well. However, we ask everyone these questions to make sure we include every possible basis for their asylum claim.
    - Would your community identify you as a specific race? Do you think you face harm or discrimination because your community would identify you as a part of that race?
    - Do you identify with any indigenous communities or groups? Do you or anyone in your family speak any other languages or dialects?
    - Are you part of any religion/church? Do you think you face harm because of that religion/church?
    - Do you identify as LGBTQ+? Have you ever been in a same sex relationship? Do you identify with a different gender from the one you were born with? If so, have you ever faced harm because of those relationships or identity?



- Are you part of any groups that your community sees as political? Do you think you face harm because of your political views or your association with those groups?
  - **Part B. 1. B**
    - Do you fear harm or mistreatment if you return to your home country?
      - Can you tell us what harm or mistreatment you fear?
      - Who do you believe would harm or mistreat you?
      - Why do you believe you would or could be harmed or mistreated? Is there a characteristic that makes you a target for harm more than others in your country?
- For Page 6 of I-589:
  - **PART B. 2.** Have you or your family members ever been accused, charged, arrested, detained, interrogated, convicted, sentenced, or imprisoned in any country other than the United States (including for an immigration law violation)?
    - Break up the question and first ask about the individual before asking about their family. For example, you can ask:
      - Have you ever been accused of a crime?
      - Have you have ever been arrested or detained by anyone for any reason?
      - Have you ever been convicted of a crime? Have you ever been put in jail?
      - If yes, could you explain the circumstances?
      - What about your family? Has anyone in your family ever been accused of a crime? Etc.
  - **PART B. 3.A.** Have you or your family members ever belonged to or been associated with any organizations or group in your home country, such as, but not limited to, a political party, student group, labor union, religious organization, military or paramilitary group, civil patrol, guerrilla organization, ethnic group, human rights group, or the press or media? Again, break up the question. For example, you can ask:
    - Have you ever been part of any groups in your home country?
      - Political?
      - Student?
      - Labor?
      - Religious groups?
      - Press or media?
      - Military?
      - Any other kind of group?
    - What about your family. Have they ever been part of any groups like this?
    - If yes, could you describe the level of participation, any leadership or other positions held, and the length of time you or your family members were involved in each organization or activity?
  - **PART B.3. B.** If yes, do you or your family members continue to participate in any way in these organizations or groups?

- **PART B. 4.** Have you ever been tortured?
  - Who tortured you?
  - Are you afraid of being subjected to torture in your home country or any other country to which you may be returned?
  - If yes, explain why you are afraid.
  - Could you also describe the nature of the torture you fear, by whom, and why it would be inflicted?
- For page 7 of I-589:
  - **PART C:** Have you, your spouse, your children, your parents, or your siblings ever applied to the US government for (or been granted) refugee status, asylum, or any other similar status? Remember to break up question.
    - If yes, explain the decision and what happened.
    - Were you included in parent's/spouse's application?
    - If so, what's your parent's or spouse's A-number?
  - After you left your home country, what countries did you travel through before entering the U.S.?
  - Have you, your spouse, your children or other family members such as your parents or siblings, ever applied for or received any lawful status in any country other than the U.S.? Remember to break up question.
    - If yes,
      - Name of each country
      - Length of stay
      - The person's status while there
      - The reasons for leaving
      - Whether or not the person is entitled to return lawfully
      - Whether the person applied for refugee status or for asylum while there
        - If not, why did you not do so.
  - Have you, your spouse, or children ever ordered, incited, assisted or otherwise participated in causing harm or suffering to any person for any reason?
    - If yes, please describe.
- For page 8 of I-589:
  - **PART C:** Since coming to the U.S., have you returned to your home country?
  - Have you or any member of your family ever committed any crime or been arrested, charged, convicted, or sentenced for any crimes in the United States?
    - If yes, state what occurred, the dates, length of sentence received, location, the duration of detention, any formal charges lodged against you, and the reasons for your release.
- For pages 11 and 12, it is acceptable to leave blank. These pages are designed to include any additional information that would not fit into the relevant part of the earlier sections of the form. Use only if necessary.

### **End of interview**

- See what questions they have for us or if there is anything else they think we should know.

- Remember to not end the interview on traumatic materials. Ask about plans for that evening or weekend. Ask about lighthearted items like what they like to do for fun? Or what are their dreams and goals while they are living in the U.S.?
- At the end of the call, remind client to send you identity documents if you are still waiting on those.
- Remind interpreter to shred notes at the end.
- Thank them for their time.

## Frequently Asked Questions (FAQ)

This guide addresses the most common questions that arose last year when we launched the pro se legal clinic. This first page is [hyperlinked](#) to each respective answer. Please consult this FAQ document prior to asking any questions of your student leader to see if your question has already been answered.

[What does “pro se” mean?](#)

[How much does filing the I-589 cost for my client?](#)

[When can my client get work authorization?](#)

[What is affirmative asylum v. defensive asylum? Which are we filing for?](#)

[What is an A number or A#?](#)

[How can I check when my client’s next hearing is?](#)

[Who should be included on this application? Which family members?](#)

[My client’s spouse is here illegally in the US. Can he/she be included in the application?](#)

[How can my client bring his or her children who are abroad into the US in the future?](#)

[What if my client does not have a passport or birth certificate?](#)

[What is an NTA?](#)

[What is an ICE check in?](#)

[What happens next for my client after the pro se application is filed?](#)

[Do I need to ask for identity documents for children who are US citizens?](#)

[Can my client visit her home country after her application has been submitted?](#)

[Can my client’s US citizen children sponsor him/her?](#)

[How important is it to have \*all\* the details for the biographical section?](#)

[What if my client doesn’t remember exact dates?](#)

**Q: What does “pro se” mean?**

A: “Pro se” is a term used for people who are advocating for themselves in court, without the representation of a lawyer. Our pro se legal clinic is helping clients file their I-589 in Immigration Court but will not be taking our clients on for full representation as their attorney.

**Q: How much does filing the I-589 cost for my client?**

A: There is no filing fee for this application. Duke Law and CCLA also will not charge clients anything for this assistance.

**Q: When can my client get work authorization?**

A: Currently, your client may apply for employment authorization 150 days after we file his or her asylum application. Asylum seekers can then receive their work permit 180 days or 6 months after filing their asylum applications, starting from the date of filing the I-589.

**Q: What is affirmative asylum v. defensive asylum? Which are we filing for?**

A: There are two paths to claim asylum in the U.S. The affirmative asylum process is for individuals who are not in removal proceedings and the defensive asylum process is for individuals who are in removal proceedings. We are working with clients who are in removal proceedings in Immigration Court, and thus are working on defensive asylum cases.

**Q: What is an A number or A#?**

A: An A number or an “alien registration number” is a unique seven-, eight- or nine-digit number assigned to a noncitizen by the Department of Homeland Security. A#'s are used to confirm that each applicant is in the immigration court system. You should be able to find the A# for your principal applicant on their NTA. If you are missing this information, contact your DIRP coordinator for help.

**Q: How can I check when my client’s next hearing is?**

A: You can use your client’s A number to search online for if/when their next hearing is scheduled. The website link is: <https://acis.eoir.justice.gov/en/>. Also, you can call the EOIR phone hotline at: 1-800-898-7180. Some applicants may not be recognized yet in the EOIR system. DHS is behind in filing the NTA’s with the immigration court. We are still preparing asylum applications for people who were issued NTA’s by DHS even if DHS has not filed those with the immigration court to start their removal proceedings. We want to ensure that individuals who want to seek asylum do not miss their one-year filing deadline because of DHS’s delay.

**Q: Who should be included on this application? Which family members?**

A: You'll need to report all family members on the I-589. Children and spouses can be included on the I-589 application to also receive asylum as derivatives if they are not US citizens. They can receive asylum status as derivatives if they are in the U.S. or outside the U.S. To do so, they must be listed as spouse and children on the I-589. The form also asks if the spouse/child is included in the application. If the spouse/child is not in the U.S., you should list them but click the "no" box on are they included in the application. If the spouse/child is in the U.S., then list them and click the "yes" box on the question if they are included. If a spouse/child will be included, you will need to collect identity documents for this person (passport and/or birth certificate) as well as a marriage certificate, if a spouse, to prove the marriage.

**Q: My client's spouse is unauthorized in the US. Can he/she be included on the app?**

A: You'll need to report all family members on the I-589, whether or not they are authorized to be in the US. As long as they are in a formal marriage (under the laws of the US or their home country), then you can include the spouse's information on the form and check the box that says to "include him/her in the application." You will need to gather their marriage certificate to be included in the application to prove the marriage.

**Q: How can my client bring his or her children who are abroad into the US in the future?**

A: If your client is granted asylum status in the US in the future, he or she has two years to petition for his/her children to receive asylee status by filing Form I-730 on their behalf. The child must be under 21 and unmarried.

**Q: What if my client does not have a passport or birth certificate?**

A: If your client *only* has his or her passport but no birth certificate, that's fine since a passport is enough for the I-589 application. However, in the meantime, your client will likely need someone to get one for him/her in his/her home country and send that over while he/she waits for his/her next hearing. Then your client can submit a translation of the birth certificate and a copy the birth certificate he/she gets then. If your client *only* has his or her birth certificate but no passport, that's also fine and a birth certificate is enough for the I-589 application.

**Q: What is an NTA?**

A: A Notice to Appear (an "NTA"), is the charging document that signals the initiation of removal proceedings against you. If you receive an NTA, it means that you must appear in Immigration Court on the date specified or at a date to be determined in the future. If there is no hearing date in the EOIR (immigration court) system <https://acis.eoir.justice.gov/en/>, the applicant should check frequently to see if a

hearing date is set. They must appear at the hearing to avoid being ordered deported in their absence.

**Q: What is an ICE check in?**

A: Immigration and Customs Enforcement (ICE) is the name of the immigration agency that enforces immigration laws. ICE runs a program to monitor certain immigrants they let into the United States while waiting for their removal proceedings in Immigration Court to begin. Some people have to check in regularly with ICE as part of their case, and other people do not. Usually, those with ICE check ins were previously detained or were arrested at the border and then released and now are part of this monitoring program. These check ins typically involve your client going to an ICE office and meeting with an official who will confirm their address, ask about employment authorization and actual employment. They will typically give the applicant another date when they need to come back to the ICE office to check in.

This check in is NOT the same as the hearing in immigration court and the court and ICE do not coordinate their records. The ICE check in takes place at:

6130 Tyvola Centre Drive  
Charlotte, NC 28217

Immigration court hearing dates can be found online or in a Notice of Hearing issued by the court. The hearings take place at:

Charlotte Immigration Court  
5701 Executive Center Drive, Suite 400  
Charlotte, NC 28212

**Applicants must appear at both locations as required by ICE and the Immigration court. They must make sure that both ICE and the immigration court have their updated addresses.**

**Q: What happens next for my client after the pro se application is filed?**

A: This will depend a lot case by case. Your supervising attorney can provide additional information depending on the circumstances of the case and the next court appearances if any.

**Q: Do I need to ask for identity documents for children who are US citizens?**

A: We will gather these if available to corroborate the applicants information on the I-589. On the I-589, you will have a bunch of questions that will not apply to the children who are US citizens, and you can simply write "N/A."

**Q: Can my client visit her home country after her application has been submitted?**

A: Clients will not be allowed to visit their home country until they become a US citizen since their asylum status can be revoked if they go back. Your client can, however, get permission for another country to visit (just not their home country).

**Q: Can my client's US citizen children sponsor him/her?**

A: Once a US citizen child turns 21, they can sponsor their parents. There are additional requirements that must be met and some disqualifying factors that must be assessed to determine eligibility for family-based status.

**Q: How important is it to have *all* the details for the biographical section?**

A: It's fine if parts are left blank but write in the word "unknown." Also, write in a note on the last page of the I-589 in Supplement B saying something like, "I tried to provide as much information as I know and remember about [the birth of my siblings and my primary school.]" If you need multiple Supplement B sections, you can copy the I-589, create a new PDF, and fill out just the Supplement B section again, and then your DIRP coordinator or supervising attorney can combine these two documents together at the end.

**Q: What if my client doesn't remember exact dates?**

A: As long as you put estimates of the month and year, that should be sufficient. If you're writing down dates in the paragraph answer section, you can put "at some point in 2018." Whatever level of detail they can provide, even if it's an approximation, is better than no details at all. If you're writing down dates in the biographical section, just put the year (if possible with the form constrictions; if not, add a comment with the year and this can be handwritten in later). Then write in a note on the last page of the I-589 in Supplement B saying something like, "I tried to provide as much information as I know and remember about [the time when I started primary school.]" If you need multiple Supplement B sections, you can copy the I-589, create a new PDF, and fill out just the Supplement B section again, and then your clinical director can combine these two documents together at the end.





## LIMITED SCOPE LEGAL ASSISTANCE AGREEMENT

This Agreement is made between: \_\_\_\_\_ (pro se individual) and the Duke Immigrant Rights Clinic at the Duke University School of Law (Duke Immigrant Rights Clinic). I understand that law students at the Duke Immigrant Rights Clinic will provide me with limited legal assistance (legal assistance so that I can represent myself) in my asylum case. All work will be supervised and reviewed by \_\_\_\_\_, Attorney and Clinical Professor of Law, or by another licensed attorney, affiliated with Duke Immigrant Rights Clinic.

I understand that the Duke Immigrant Rights Clinic is a nonprofit offering this limited legal service and consultation in accordance with the North Carolina Rules of Professional Conduct for assisting pro se litigants and 8 C.F.R. § 1003.17(b), permitting attorneys and nonprofit organizations to provide limited assistance and legal advice to persons in removal proceedings without entering an appearance in those proceedings. I understand that the Duke Immigrant Rights Clinic has not agreed to provide me with assistance beyond the below-listed assistance and that the Duke Immigrant Rights Clinic does not agree to represent me in any other way in my immigration case or in any other legal matter. Any additional assistance will require a new signed agreement.

I understand that this limited assistance includes the following:

- a. Information on how to comply with requirements related to filing an asylum application in Charlotte immigration court.
- b. Assistance filling out and filing related documents and form I-589 with the Charlotte Immigration Court, if applicable.

I understand that I have the responsibility:

- a. to ensure that the information I provide is true and complete.
- b. to ensure that the information on any documents and forms prepared by the Duke Immigrant Rights Clinic is true and complete.
- c. to respond to communications from the students and attorneys at the Duke Immigrant Rights Clinic in a timely manner.
- d. to provide all relevant documents and information requested by the Duke Immigrant Rights Clinic to complete this assistance.
- e. to submit any application that is prepared as soon as possible.
- f. to seek further legal assistance with my immigration case from other attorneys or organizations after the conclusion of this agreement.

I understand that information shared with the Duke Immigrant Rights Clinic is confidential to the fullest extent permitted by the law and required by lawyers' ethical rules.

I understand that I will not be charged for this limited legal assistance.

I understand that the Duke Immigrant Rights Clinic does not recommend any specific course of action in my immigration case. I also understand that this assistance does not

guarantee any particular outcome or that the documents I submit will be accepted or approved.

I agree that any changes to this agreement must be in writing and must be signed by both parties.

Any relationship created by this limited scope legal assistance agreement expires upon completion of the above-mentioned assistance. The Duke Immigrant Rights Clinic will provide a closing letter upon completion and will provide me with a full copy of any records at that time.

I understand that the Duke Immigrant Rights Clinic will provide these services without regard to race, color, religion, national origin, age, sex, disability, sexual orientation, or other basis prohibited by law.

An electronic signature of the representation agreement has the same binding effect as an original signature.

Pro Se Individual provided verbal consent to this agreement on \_\_\_\_\_. (Initials of student).

\_\_\_\_\_  
Printed Name

s/ \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Clinic Student Volunteer**

\_\_\_\_\_  
Printed Name

s/ \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

**Supervising Attorney**

\_\_\_\_\_  
Supervising Attorney

s/ \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date