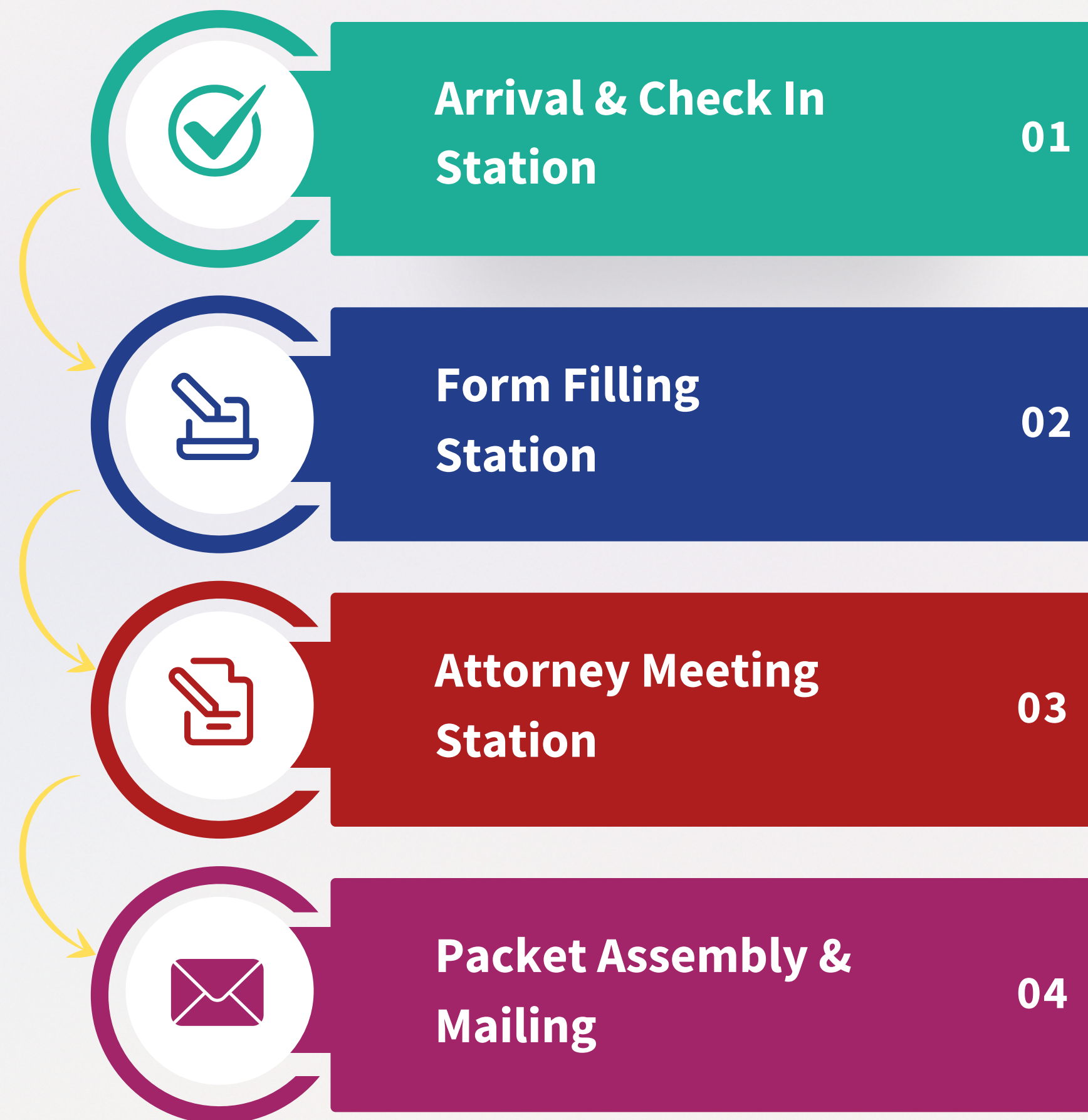




ASYLUM WORKSHOP WALKTHROUGH

Understanding the flow of the workshop and
what your role requires as a volunteer.



ARRIVAL & CHECK IN STATION

How the whole event gets started - and how we can prepare participants for success

ALL ATTENDEES MUST BE PRE-REGISTERED

01



Arrival & Check In

What is your job to do at this station?

Applicants for asylum are required to submit certain pieces of evidence with their application, so your job is to make sure that every applicant brings (at minimum) the following items:

1. Proof of their identity & nationality (a government-issued ID / passport / birth certificate)
2. Proof of their relationship to anyone they plan on adding to their application as a derivative applicant. (Marriage certificate, birth certificate showing parentage, adoption paperwork)
3. A completed “question & answer” document from Novo Legal, so that we can fill out the biographical information section of their Form I-589.
4. A filing fee of \$100 by way of Money Order made payable to the “U.S. Department of Homeland Security”
5. Proof of prior status - if they are applying for an exception to the one-year deadline (work permit, I-797, notice of approval)



FORM FILLING STATION

Biographical data entry for pages 1-4 on Form I-589



Form I-589

You are responsible for pages 1 - 4

Every applicant for asylum files Form I-589 in order to apply. The most current edition of the form is always available on the USCIS website.

When you are recording the biographical data on pages 1 - 4 from the Novo Legal Q&D sheet, keep the following information in mind:

1. Compare the spelling, order, and formatting of names and places to any official documents that the applicant has brought in. When in doubt, defer to the legal document for accuracy.
2. If the applicant has an "A Number" or a "USCIS Number" on a work permit or other government document, check their name in the EOIR system to see if they are actively in removal proceedings or not. Record this A number exactly correctly into the form.
3. Seek clarification on a question's meaning from the Novo staff person.
4. Save the applicant's PDF to their assigned thumb drive.

02



Form Filling Station

What is your job
to do at this
station?





ATTORNEY MEETING STATION

One-on-one meetings with each applicant to build the “claim”



The Claim

The Attorney Will Complete Parts B & C

03



Attorney Meetings

Take a break for this part!

Only interpreter volunteers are needed for this step!

Every asylum claim must demonstrate its eligibility according to the current asylum guidelines. This means showing that the applicant has been a victim of past persecution or will be a victim in the future. It also means strategically answering certain eligibility questions while completing the application.

For this part, the attorney will meet with each applicant one by one and write in the responses to sections B & C in the Form I-589 before re-saving the application to the thumb drive.



PACKET ASSEMBLY & MAILING

First we assemble,
then we copy,
then we mail!



Assemble!

What goes in the packet?

How we assemble the packet depends on if the packet is going to USCIS or going to the immigration court.

- You can tell which it is depending on if the applicant's A number comes up in the EOIR Automated Portal System.

Immigration Court Filings:

- An Immigration Court cover page
- The Form I-589, printed and signed
- A Certificate of Service
- One copy mailed to the court, another to OPLA.

USCIS Filings:

- A cover sheet and table of contents
- The Form I-589, printed and signed
- Corroborating evidence of identity & relationships & the claim
- Country conditions evidence

04



Packet Assembly

Follow the lead of the Novo staff for this part, but generally:

