



THE BAR ASSOCIATION OF
SAN FRANCISCO

Lawyer Referral and Information Service

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**APPLICATION FOR THE PRO BONO ATTORNEY OF THE DAY
IMMIGRATION AND NATURALIZATION LAW PANEL**

Applicants who are approved on this panel may participate in the San Francisco Immigration Court's Attorney of the Day (AOD) Program. The Lawyer Referral and Information Service at The Bar Association of San Francisco (LRIS) administers the AOD program on behalf of the Court through the calendaring of qualified attorneys.

The AOD Program benefits the Immigration Court and the unrepresented respondents who are advised. The AODs are providing a public service. They do not receive any compensation for their time and may not solicit paid representation while acting as AOD.

In reviewing AOD applications, the Program seeks to ensure that the AODs are experienced immigration attorneys, with recent experience, who can correctly recognize and advise unrepresented respondents in the wide variety of cases that appear before the Court. In addition to this application, LRIS will conduct a background check for any disciplinary actions against you by your state bar or the immigration agencies, and may ask you for further information about your qualifications.

A. Biographical data

Name: _____

Licensing State and State Bar number: _____

Telephone: _____

Fax: _____

E-mail address: _____

Office address: _____

Mailing address (if different): _____

Number of years of continuous active practice (in any practice area): _____

Number of years practicing immigration law: _____

Languages spoken fluently other than English: _____

Are you or have you ever been the subject of an investigation or prosecution for professional misconduct/discipline (if yes, please explain): _____

Are you currently a member of the American Immigration Lawyers Association? (yes/no): _____

B. Experience Qualifications:

Several classes of experience classification based on specific qualifications are detailed in this application. If you do not meet the qualifications for panel membership under Classes 1, 2 or 3, then you may still qualify for panel membership based on substantial equivalent experience as detailed on page 12.

Please check the class or classes of this application for which you are qualified:

- Class 1 - Certified specialists in immigration law
- Class 2(a) – Removal defense – Non-custody adjudications
- Class 2(b) – Removal defense – In-custody adjudications
- Class 3 – Removal defense - Surge docket participation (This classification is for those who do not meet Class 2(a) requirements and would like to volunteer for the surge dockets).

- Substantial Equivalent Experience to Class(es) _____

C. Expectations and Requirements for all AOD program participation:

- At each master calendar hearing, conduct a confidential, brief advisal about potential claims against removability and eligibility for relief with unrepresented respondents.
- Competently and zealously assist unrepresented respondents before the Immigration Court for their hearing.
- Provide information to unrepresented respondents regarding low-fee (including the LRIS Low Fee Panel) or pro bono legal services for which they may be qualified, and how to locate qualified immigration counsel.
- For surge docket cases, complete required AOD intake forms, provide suggested advisals and referrals as indicated in the AOD Guidelines Manual, and submit intake forms and docket sheets to LRIS following the hearing.
- For non-custody calendar appearances, fill out and submit back to LRIS the Volunteer Immigration Program form indicating the meritorious form(s) of relief available for respondents with whom you consulted.
- Timely inform the Court and LRIS if you will not be able to appear as scheduled.

- Keep LRIS apprised of current contact information and availability to act as AOD.
- Keep LRIS apprised if you become the subject of any investigation or prosecution for professional misconduct/discipline.
- Applicant must provide verification of completion of at least 5 units annually (for a total of 15 units over three years) of Continuing Legal Education approved for credit by the State Bar of California relating to removal defense related education; **this is a continuing annual obligation for Classes 1 and 2.**
- Participants in this program are prohibited from soliciting paid representation from the respondents whom they advise in their capacity as the Attorney of the Day. It has been the long-standing policy of the LRIS that the purpose of the pro bono Attorney of the Day calendar is to provide legal assistance to individuals as a public service. As the administrating organization, the Bar Association of San Francisco through its Lawyer Referral and Information Service must ensure that it is not funneling clients to a limited number of attorneys who volunteer for public service opportunities.

I hereby declare under penalty of perjury that all of the information that I am submitting for this application is true and correct, and that I understand and will comply with the requirements above.

Signature: _____ Date: _____

D. CLE requirements (for Class 1 and 2 applicants, and those qualifying based on substantial equivalent experience):

Applicants for Class 1 and 2, and those qualifying based on substantial equivalent experience, must show that they have completed at least 5 units of Continuing Legal Education approved for credit by the State Bar of California relating to removal defense within the last year.

I hereby certify that I have completed at least 5 units of CLE approved for credit by the State Bar of California relating to removal defense within the last year as follows (Please include attachment if more space is needed):

	Title of Training	Date(s) of training	Number of Hours	Provider
1.				
2.				
3.				

4.				
5.				

Date: _____ Signature: _____

E. Additional requirement for surge docket AOD participation

If you are applying for AOD membership under Classes (1) or (2) or based on substantial equivalent experience, and would also like to volunteer on the surge dockets, there are two additional requirements to satisfy:

- I attended or viewed BASF’s “Surge Dockets: Being Effective as Attorney of the Day” on April 8, 2015 (approx. 2 hours) (available for free viewing at <https://vimeo.com/139645196>).
- I have reviewed the most current version of the AOD Guidelines, located at the BASF website at www.sfbar.org/sfildc/.

Signature: _____ Date: _____

CLASS 1 - CERTIFIED SPECIALISTS

An applicant who is a certified Immigration and Nationality Law specialist, and whose current certification will last through the current membership year, automatically qualifies for all classes except Class 2 (b). Otherwise, applicant must satisfy the qualifications under Class 2 (b) for in-custody adjudications.

I am a certified Immigration and Nationality Law specialist. Date certified: _____

CLASS 2(a) – REMOVAL DEFENSE - NON-CUSTODY ADJUDICATIONS¹

Within the last three years, applicant must have represented immigrants in five non-custody removal proceedings in which the respondent either (1) extensively contested removability (e.g. through a motion to suppress, or briefing whether particular criminal conduct fell under a ground of removal), or (2) made an application for relief (other than a request for voluntary departure) that was reviewed on its merits by the judge. The five cases must have been handled to disposition (e.g. where there was a final order by the immigration judge, or an order by the IJ that was not a final order but was subsequently appealed). Cases that were terminated or closed to proceed with relief before USCIS do not count to meet this requirement.

Please list as many different examples of contesting removal or forms of relief as possible to show the extent of your immigration experience.

	Place case was filed	Final Hearing or Disposition Date	Type of Case/Relief
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

I hereby declare under penalty of perjury that all of the information in this application is true and correct and that I had full responsibility for all cases listed in the application, or if not, I have attached an explanation and statement of substantial equivalent experience.

Signature: _____ Date: _____

¹ In prior years, there was a pro bono requirement associated with this class of panel membership. That requirement is currently suspended.

CLASS 2(b) – REMOVAL DEFENSE - IN-CUSTODY ADJUDICATIONS

Applicant may qualify one of the following ways:

Applicant meets the requirements for Class 1(a) AND is a member of the LRIS Criminal Law Panel at the Regular Felony Level or higher, or have equivalent criminal experience. (If you have equivalent criminal experience, please detail that experience in an attached memorandum.)

OR

Within the last two years, applicant must have represented immigrants in five in-custody removal proceedings that involved criminal issues where a final disposition was made by an immigration judge, and for which an application for relief was made (this does not include a request for voluntary departure) or a motion to terminate was filed and the case was handled to disposition, e.g. where there was a final order by the immigration judge (or an order by the IJ that was not a final order because it was subsequently appealed). No more than one of the five removal proceedings can be a contested bond hearing with a final disposition custody status.

	Place case was filed	Final Hearing or Disposition Date	Type of Case
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

I hereby declare under penalty of perjury that all of the information in this application is true and correct and that I had full responsibility for all cases listed in the application, or if not, I have attached an explanation and statement of substantial equivalent experience.

Signature: _____ Date: _____

CLASS 3 – REMOVAL DEFENSE - SURGE DOCKET PARTICIPATION

The following requirements are required to participate as Attorney of the Day for the Immigration Court surge dockets for recent arrivals if you do not or only in part satisfy the criteria for Class 2.

Applicants must complete the following requirements in the following order:

- (1) Pursuant to Part A of the application below, please view the two required video trainings listed (or show that you obtained training in the same subject matter in another fashion), and review the AOD surge docket guidelines.

Once you have done so, please submit the first two pages of this AOD application and Part A of the Class 3 application below.

Submission of Part A constitutes a notification of your intent to apply for panel membership for surge docket participation. Upon receiving Part A and confirming satisfactory completion of these prerequisites, BASF will provide you with information about how to sign up with an experienced Attorney(s) of the Day to complete the requirements under Part B. Therefore, please retain the remaining pages of the Class 3 application for submission later.

- (2) Pursuant to Part B of the application, please complete the required observations and interviews, and obtain the completed recommendation forms from the experienced Attorney of the Day. Please submit Part B and the recommendation forms to BASF/LRIS for final consideration of your Class 3 panel membership application.

Part A:

I certify that I have met the following three requirements:

- I viewed the Practicing Law Institute’s “Representing Unaccompanied Children in California – Best Practices & Key Avenues for Relief from Deportation: Special Immigrant Juvenile Status and Asylum” conducted on December 17, 2014 (approx. 12 hours) (available for viewing at http://www.pli.edu/Content/Seminar/Representing_Unaccompanied_Children_in_California/_N-4kZ1z126fu?ID=236628), OR I have receive substantially similar training.

If you received substantially similar training, please detail the basis for that training here or on an addendum:

- I attended or viewed BASF’s “Surge Dockets: Being Effective as Attorney of the Day” on April 8, 2015 (approx. 2 hours) (available for free viewing at <https://vimeo.com/139645196>).
- I have reviewed the most current version of the AOD Guidelines, located on the BASF website at www.sfbar.org/sfildc.

Signature: _____ Date: _____

Part B:

Applicant must attend at least two (2) UC initial dockets, two (2) AWC initial surge dockets, and two (2) reset dockets under the guidance of an experienced AOD panel attorney.

During those dockets, applicant must observe the experienced AOD panel attorney conduct intakes, and the applicant must conduct a minimum of two (2) client interviews at each of the hearings (for a total of twelve client interviews).

Please list your twelve (12) completed AOD interviews here (2 interviews on each of two UC docket observed, 2 interviews on each of two AWC dockets observed, 2 interviews on each of the two reset dockets observed):

UC Initial Master & Client Interviews:

- Date completed: _____ Mentor name(s)_____
- Date completed: _____ Mentor name(s)_____
- Date completed: _____ Mentor name(s)_____
- Date completed: _____ Mentor name(s)_____

AWC Initial Master & Client Interviews:

- Date completed: _____ Mentor name(s)_____
- Date completed: _____ Mentor name(s)_____

Date completed: _____ Mentor name(s)_____

Date completed: _____ Mentor name(s)_____

Reset Master & Client Interviews

Date completed: _____ Mentor name(s)_____

Date completed: _____ Mentor name(s)_____

Date completed: _____ Mentor name(s)_____

Date completed: _____ Mentor name(s)_____

The applicant must receive and submit with this application the favorable written recommendation(s) of the experienced AOD Panel attorney(s) prior to admission to the AOD Panel. The recommendation form is attached on the next page.

I hereby declare under penalty of perjury that all of the information in this application is true and correct.

Signature: _____ Date: _____

**AOD MENTOR RECOMMENDATION FORM FOR THE PRO BONO ATTORNEY OF
THE DAY IMMIGRATION PANEL APPLICATION FOR SURGE DOCKET
PARTICIPATION**

Name of Applicant: _____

Name of Mentor Attorney: _____

Date(s) applicant observed/worked under mentor's supervision: _____

Number of intakes applicant completed: UC: _____; AWC: _____; Reset: _____

Do you recommend applicant be admitted to the AOD panel for the surge docket? Y/N

Any additional comments:

Signature of Mentor Attorney: _____

Date: _____

Statement of Substantial Equivalent Experience

If you do not meet the qualifications for panel membership under Classes 1, 2, or 3, then you may still qualify for panel membership based on a statement of substantial equivalent experience. Please submit an outline of your experience you believe to be equivalent to the panel application experience and education requirements below or attach a separate addendum.