

Defend Asylum, Georgia Workshop Checklist: Initial Visit

Workstation Prep - (3 minutes)

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| <p><input type="checkbox"/> Verify you have:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your LawLab login information (i.e. your username and password) <input type="checkbox"/> A notepad and pen <input type="checkbox"/> A reliable internet connection <input type="checkbox"/> A phone | <p><input type="checkbox"/> Verify you have open on your computer:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Limited Legal Service Agreement <input type="checkbox"/> Zoom Video Conferencing |
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Consider Your Role - (5 minutes)

- You will be working over the phone today with someone who is in removal proceedings before the Atlanta immigration court and is considering seeking asylum as a defense against removal. Today, you will be working with them to document the information required for the first section of their asylum application. The person you are speaking with has overcome many obstacles to get to where they are today, including the undeserved hostility of the US government. They will most likely continue their case without an attorney to represent them before the immigration court.
- Take a deep breath and meditate on patience and an uplifting kindness, for yourself and for the person you will work with today. Remind yourself that you are working with them, as partners. That today is just one step on their journey. That, when you finish working with them today, they will have a long journey ahead of them, and that their immigration case is just one aspect of that journey. Thank you for taking this time.

Review Law Lab Record - (5 minutes)

- Your orientation facilitator will share a link to a LawLab record with you. Click that link and log in to LawLab to view the record for the person you will be working with.
- You should see two columns. The column on the right is titled "Docket" and may contain blue, gold, and/or white fields. The column on the left is titled "Parties."
- Click on the first name you see under "Parties." If there is only one name under "Parties," click on that name.
- Review the information currently recorded under "Parties" in LawLab. Note the respondent's name and phone number.

Review This Checklist - (5 minutes)

- Before calling the respondent, review this entire checklist one more time. If you have any questions, please ask a workshop manager.
- Once you have reviewed this checklist and understand each step, click on the white pencil in the orange circle to edit the Party Profile.
- Review the information you will be asking for from your partner.
- When you are ready, call the respondent using the phone number listed in their LawLab record. If the respondent does not respond, please let a workshop manager know.

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Introduction - (20 minutes)

- ❑ **Introduce yourself**
 - ❑ Buenos días. Me llamo _____. Soy voluntario con el taller de asilo en Atlanta.
- ❑ **Confirm you are speaking with the correct person**
 - ❑ ¿Hablo con _____?
- ❑ **Describe your role as volunteer**
 - ❑ *I am a volunteer with Law Lab, an organization that supports people seeking asylum. These workshops are meant to assist individuals in meeting court requirements while they seek legal representation. I am not your legal representative. Today, I'm calling to offer to help you begin filling out your asylum application. It is a long application and for that reason, we normally take two or three workshops to complete it. Law Lab has workshops every month. If you believe you must complete your application today, we can discuss that. Otherwise, we'll just focus on the first section today. Does that sound alright?*
 - ❑ Soy voluntari@ con Law Lab, una organización que apoya a gente en busca de asilo. El propósito de estos talleres es asistirle a cumplir con los requerimientos de la corte mientras que ud busca un representante legal. Yo no soy su representante legal. Hoy dia estoy llamando para ofrecerle ayuda al empezar con su aplicación de asilo. La aplicación es bastante larga, pues por eso, suele requerir dos o tres talleres para cumplirla. Tenemos talleres cada mes. Si cree que hay que completar la aplicación hoy, podemos considerarlo. Si no, enfocaremos en la primera sección por hoy. Le parece bien?
- ❑ **Reconfirm the objectives of today's session**
 - ❑ *Today, we'll focus on answering the questions for the first part, or Part A, of the application for asylum. It's fairly basic information and doesn't involve very heavy issues.*
 - ❑ Hoy dia, enfocamos en contestar las preguntas de la primera parte, o la parte A, de la aplicación de asilo. Es información más o menos básica y no involucre cosas muy pesadas.
- ❑ **Describe this checklist**
 - ❑ *I have a checklist to make sure we don't forget to talk about anything important today. We'll go through our conversation in the order of this checklist. Before anything else, I want to confirm that we have your information correctly recorded, review a statement of understanding, and confirm that you know how to check when you have your next court date. Ok?*
 - ❑ Este es una lista de verificación para que no olvidamos de hablar de nada importante hoy. Procederemos en este orden. Antes que nada, quiero confirmar que tenemos sus datos guardado correctamente, repasar una declaración de entendimiento, y confirmar que ud sabe cómo chequear cuando tiene su próxima audiencia de corte. Bien?
- ❑ **Confirm eligibility for pro se services**
 - ❑ Confirm that the respondent is not currently represented
 - ❑ *If they are represented, PAUSE and inform workshop manager*
- ❑ **Review limited legal service agreement**
 - ❑ Inform the respondent that you would like to read them the limited legal service agreement. Pause for questions after each numbered paragraph, and again at the end.
 - ❑ **Sign that you have reviewed limited legal service agreement with the respondent**

Initial Interview - (45 - 90 minutes)

- ❑ **Walk through the Party Profile questions** in LawLab with respondent
 - ❑ Start by confirming and, as necessary, correcting contact info in LawLab: name, address, phone number. Ask if they have alternate phone numbers, an email address, or a facebook account where we can contact them.

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- ❑ Advise the person you are talking with that you are about to start asking them many questions, and that this might take from ½ hour to 1½ hours. All of the questions you will be asking are important for helping them to fill out their application. If either of you needs to take a short break, you should feel free to say so.
- ❑ Walk through each section of the Party Profile with the respondent, except the Asylum Assistant section.
- ❑ **If you have questions, or if the person you are working with has questions you do not know the answer to, please remember that the workshop host is available to help troubleshoot.*
- ❑ **Click "Save" as you go to avoid losing any unsaved work due to, for example, power outages*
- ❑ **Wrap up**
 - ❑ When you are finished asking the questions in the Party Profile, you're just about done! Use the script below to let the person you are working with know. Remember that the workshop manager(s) is available to help answer any questions.
 - ❑ Those are all the questions I have for you today! Thank you for your patience. Today, we reviewed the limited legal service agreement and I asked you for a ton of information that will help to fill out your asylum application. Do you have any questions about the limited legal service agreement? Do you have any questions about what we did today? If you have urgent questions about next steps, you can text Aliya: (470-440-0720). Otherwise, you should expect a call from Aliya: (470-440-0720) in the next week or two to discuss next steps. Hope you have a great day!
 - ❑ *Esas son todas las preguntas por el momento! Gracias por su paciencia. Hoy, revisamos la declaración de entendimiento con respecto a los servicios legales del día de hoy, y te pedí un montón de información que ayudará a llenar su aplicación de asilo. Tiene alguna pregunta con respecto a la declaración de entendimiento? Tiene alguna pregunta con respecto a lo que hicimos hoy? Si tiene preguntas urgentes con respecto a los siguientes pasos, puedes mandar un text a Aliya: (470-440-0720). Si no tiene preguntas urgentes, puede esperar una llamada de Aliya: (470-440-0720) dentro de una o dos semanas para repasar los siguientes pasos. Espero que tenga buen día!*
 - ❑ Once you have hung up, check in with the workshop manager on Zoom!

GREAT WORK!!!!
THANK YOU!!!!