

Instructions for Writing Declarations or Letters of Support

- Everyone who writes a declaration/letter should be a U.S. citizen or lawful permanent resident.
- Everyone should write their own declaration/letter and not copy anyone else's letter.
- The declarations/letters should be addressed to The Honorable Immigration Judge.
- The letter should say, at the top, "I swear that the following is true and correct to the best of my knowledge."
- The person writing the declaration/letter should sign and date it at the bottom. The person should also include a photocopy of their driver's license, passport or lawful permanent resident card.
- The declarations/letters should include the following:
 - The person's name
 - How they know you and for how long (for example, "Johnny is my brother" or "Johnny has been my friend for 7 years" or "Johnny has been my employee for three years")
 - How often they have spent time with you since meeting you (for example, "Johnny and I saw each other every weekend when I visited his home" or "I saw Johnny every day at work")
 - What they like about you (for example "Johnny is a good father" or "he is very responsible at work")
 - Why they think you should be allowed to be released from detention (for example, "Johnny should be allowed to get out of detention because his family needs him for support")
 - How it will negatively affect them if you are given a high bond or not released (for example, "I will feel very sad if my dad is not released because I depend on him to take me to school and help with my homework. I miss him very much" or "If Johnny is not released, I don't know how we will get by. We are already struggling to pay our bills. Without his income, we will not be able to pay our rent and could get kicked out of our apartment")
 - Why they do not think you are dangerous. The letter should NOT say things that are untrue, such as "Johnny has never been arrested." The letter can say things like "Although Johnny was arrested, that was a long time ago" or "Johnny had a drug problem but he has changed and doesn't do drugs now." It is important for anyone writing a declaration/letter to know your criminal history, if any, in order to candidly discuss this important issue.
 - Examples of good things you have done for your family and the community.
 - Anything else that they would like to tell the Immigration Judge about you and why you should be released.
- The letters CAN be written in another language besides English. Such declarations/letters must be translated and include a specific certificate of translation that complies with the Immigration Court Practice Manual. I can provide this certification for the translator to include with the translation.