

## Checklist for First-Time DOJ Recognition & Partial Accreditation:

- ☐ Get sufficient formal training in immigration law for staff members who are candidates for accreditation. Ensure that each candidate completes a formal training course that is designed to give new practitioners a solid overview of the fundamentals of immigration law and procedure, such as CLINIC's "Comprehensive Overview of Immigration Law." For more information on trainings, see CLINIC's webpage at: <https://cliniclegal.org/training/accreditation>.
- ☐ Obtain practical, hands-on experience in immigration legal services for staff who are candidates for accreditation, under the supervision of an attorney or DOJ accredited representative.
- ☐ If your agency does *not* have an immigration attorney on staff, arrange for technical legal support from an attorney, full DOJ accredited representative, or organization that provides this support, such as CLINIC. (For more information, see CLINIC's webpage at: <https://cliniclegal.org/find-legal-help/affiliates/subscription>.) Get a letter documenting this arrangement.
- ☐ Get 1-2 letters of recommendation for the agency's recognition from community partners.
- ☐ Get 2 letters of recommendation for each staff person applying for accreditation attesting to his/her knowledge, experience, character, and fitness. (At least one of the letters should be from an immigration attorney or DOJ accredited representative.)
- ☐ Create fee schedule for immigration legal services and written fee waiver/reduction policy.
- ☐ Create budget with income and expenses for the immigration program.
- ☐ Create list of law library resources and purchase the necessary resources.
- ☐ Create organizational chart identifying names and titles of immigration legal staff and supervisors at all locations.
- ☐ Re-format resumes for staff with focus on immigration knowledge and experience.
- ☐ Gather the following: 1) agency mission statement/purpose; 2) agency's organizing documents such as charter, constitution, by-laws, articles of incorporation; 3) proof of federal tax exempt status such as IRS tax determination letter or proof of having applied for such status; 4) immigration training certificates and agendas; 5) resumes of any licensed attorneys on staff; and 6) list of membership dues charged, if applicable.
- ☐ Complete Form EOIR-31.
- ☐ Complete Form EOIR-31A for each staff person applying for accreditation.
- ☐ Organize and assemble the application packet.
- ☐ Email scanned copy of application packet to the Office of Legal Access Programs (OLAP) **OR** mail original application packet to OLAP.
- ☐ Email scanned copy of application packet to the local USCIS District Director **OR** mail copy of application packet to the local USCIS District Director.