



Legal Services Caseload Matrix Chart

Monitoring:

- Individual Caseload Matrix must be updated by corresponding staff member 24 hours prior to meeting with supervisor. Matrix will be reviewed and agreed together with supervisor at each supervision meeting.

Case Points By Position:

- **Legal Assistant:**
 - Service Provider: 50-60
 - Lead Service Provider: 60-70
 - Senior Service Provider: 70-80
 - Affirmative Attorney: 80-90
 - RDP Law Fellow: 125 (within 6 months of starting at UFWF)
 - RDP Staff Attorney Year 1 at UFWF: 150
 - RDP Staff/Coord Attorney After Year 2 at UFWF: 200
 - RDP Staff Attorney Year 3+: 225
 - RDP Senior Attorney: 250
 - RDP Supervising Attorney: 150-175

General Set Point Modifications (unless specified below):

Detained Cases	+4 points
U Visa Derivative	+2 points (for each derivative)
Asylum Derivatives	+1 point (for each derivative)
NQRP Case	+6 points while detained / once released +2
RFE/NOID	+2 points (per person who receives RFE/NOID)
Additional forms of relief actively working on	+2 points
Consults (workshops per month)	+5 points (not reflected in QB)
Education and Outreach	+4 points (not reflected in QB)

Protection Based Cases:

Case Type	Base Points	Points Subtracted	Points Added
Adult Affirmative Asylum	10	<ul style="list-style-type: none"> ● Post Skeletal I-589 Filing -6 ● Post Interview -6 	<ul style="list-style-type: none"> ● Interview notice +3 ● Referred to court +2 ● Within 3 months of Ind. Hearing +10

Adult Defensive Asylum, Withholding or CAT	12	<ul style="list-style-type: none"> • Post Filing(s) -10 • Post Completed Merits Hearing – point value is 1 regardless of number of derivatives 	<ul style="list-style-type: none"> • Within 3 Months of Ind. Hearing +10
UAC Asylum	10	<ul style="list-style-type: none"> • Post I-589 Filing -2 • Post Internal prep of declaration -4 • Post Docs Filing -2 • Post Interview -1 	<ul style="list-style-type: none"> • Once receive interview notice +3 • Referred to court +2 • Within 3 months of Ind. Hearing +10
SIJS	10	<ul style="list-style-type: none"> • Post State Court Filing -4 • Post Grant of Predicate Order -4 • Post filing I-360 -2 • Post filing I-485 -3 	<ul style="list-style-type: none"> • Interview notice +3 • PRD current (can file I-485) +3 • Within 3 months of Ind Hearing +6 (if AOS in court)

Additional Removal Defense Case Types:

Case Type	Base Points	Points Subtracted	Points Added
Bond	5	<ul style="list-style-type: none"> • Post Release -4 until MTW granted 	
Contested Removal (MTS/MTT)	4	<ul style="list-style-type: none"> • Post Filing -2 	<ul style="list-style-type: none"> • Within 3 months of Evidentiary hearing +6
Prosecutorial Discretion	4	<ul style="list-style-type: none"> • Post Filing -1 	
LPR Cancellation/212(c) Or Non-LPR cancellation (VAWA and 10 year)	8	<ul style="list-style-type: none"> • Post Filing -2 	<ul style="list-style-type: none"> • Within 3 months of Ind. Hearing +6
AOS in Court	6	<ul style="list-style-type: none"> • Post Filing -2 	<ul style="list-style-type: none"> • Within 3 months of Ind. Hearing +6
Motion to Reconsider or Reopen	12	<ul style="list-style-type: none"> • Post Filing -10 	<ul style="list-style-type: none"> • If granted, assign new case points based on primary relief seeking



U Visa/ VAWA Cases:

Case Type	Base Points	Points Subtracted	Points Added
VAWA	6	<ul style="list-style-type: none"> Post Filing point value is 1 (even if derivatives, once filed, total is 1 point) 	<ul style="list-style-type: none"> If in proceedings +2 AOS included +2
U or T Visa	6	<ul style="list-style-type: none"> Post Filing (and if needed admin closure) point value is 1 (even if derivatives, once filed, total is 1 point) Status Docket placement total is 1 point 	<ul style="list-style-type: none"> If in proceedings +2
U visa Sup B only	1		

Other Cases:

Case Type	Base Points	Points Subtracted	Points Added
I-130-Family	2	<ul style="list-style-type: none"> Post filing-1 	<ul style="list-style-type: none"> Interview notice +2
I-130-Spouse	3	<ul style="list-style-type: none"> Post filing point value is 1 	<ul style="list-style-type: none"> Bona Fide Marriage +1 Interview notice +2
I-130 +485	5	<ul style="list-style-type: none"> Post Interview point value is 1 	<ul style="list-style-type: none"> Interview notice +2
AOS	3	<ul style="list-style-type: none"> Post filing/interview point value is 1 	<ul style="list-style-type: none"> Interview notice +3
U AOS	4	<ul style="list-style-type: none"> Post filing point value is 1 	<ul style="list-style-type: none">
I-601A	6	<ul style="list-style-type: none"> Post filing point value is 1 	<ul style="list-style-type: none">
CP	4	<ul style="list-style-type: none"> Post filing point value 1 	<ul style="list-style-type: none"> Interview notice +3
CP+Waiver	10	<ul style="list-style-type: none"> Post filing point value 2 	<ul style="list-style-type: none"> Interview notice +3
Parole in Place	2	<ul style="list-style-type: none"> Post Filing -1 	<ul style="list-style-type: none"> Interview notice +2
Asylee/SIJS AOS	2	<ul style="list-style-type: none"> Post Filing -1 	<ul style="list-style-type: none"> Interview notice +2



I-730	2	• Post filing -1	• Interview notice +2
DACA Renewal	1	•	•
DACA	2	• Post filing -1	
Doc Review	1	•	
Advanced Parole	2	• Post filing -1	
EADs	1	• Post filing point value 1	
I-90	1	• Post filing point value 0	
I-751	2	• Post filing point value 1	Interview notice +2
FOIA/Prints	1	• Post filing point value 0	
Acquired/Derived Citizenship	2	• Post filing point value 1	
Pro Se Natz	1	•	
Natz	2	• Post Filing-1	•
N-565 (Certificate Replacement)	1	•	•

Appellate/District Court / Court of Appeals Cases:

Case Type	Base Points	Points Subtracted	Points Added
Habeas Petition	12	• Post filing petition and briefing- 10	• If supplemental or additional briefing +5 • If you are doing oral argument +10
9th Circuit Appeal	12	• Post PFR and Stay supplement filing – 6 • Post Briefing -6 • (note: if case placed with PB, then 1 point)	• If you are doing oral argument +10



BIA Appeal	12	<ul style="list-style-type: none">• Post filing brief-11	
AAO Appeal	10	<ul style="list-style-type: none">• Post filing brief -9	

