

SAMPLE REMOVAL DEFENSE DOCUMENT CHECKLIST (GENERAL)

1. Court Documents (these can be obtained from client or court)
 - a. Copy of master calendar, bond, and or merits hearing notices
 - b. Copy of NTA and I-213
2. Representation Documents
 - a. Intake/screening Form
 - b. Agreement for Legal Representation
 - c. E-28 (can be filed online, keep copy in physical file)
 - d. G-28 (if filing affirmative applications with USCIS)
3. Records Requests
 - a. Authorization for Release of Confidential Information
 - b. HIPAA Privacy Authorization Form (medical or mental health records)
 - c. FOIA request
 - d. FBI request
 - e. State criminal record request
 - f. Court dispositions for each criminal issue
4. Closing Documents
 - a. Case close letter