



## **Partial to Full Accreditation Initiative 2025 Project Timeline and Summary of Steps**

**Summary:** The Catholic Legal Immigration Network, Inc. (CLINIC), is pleased to offer this court skills training opportunity for Partially Accredited Representatives who want to qualify and apply for full accreditation to represent clients in immigration court. This initiative will guide participants through activities, webinars, and readings and will culminate in a three-day court skills training during which the participants will perform direct examinations, objections, re-direct examinations, and closing arguments in small groups. It will teach participants the skills needed to successfully apply for full accreditation and represent clients in immigration court.

### ***CLINIC Goals for Initiative:***

1. Identify Partially Accredited Representatives working at CLINIC Affiliate or other nonprofit organizations providing charitable immigration legal services and equip them to become Fully Accredited Representatives.
2. Equip each Partially Accredited Representative with the competencies required to represent a noncitizen during removal proceedings.
3. Support the Partially Accredited Representative in applying for full accreditation.
4. Ensure that the Fully Accredited Representative accepts representation of a client in removal proceedings by executing a legal services agreement shortly after gaining full accreditation.
5. Allow participating Affiliates to expand removal defense representation while maintaining their program's viability.

### *Important Dates*

**July 18, 2025 (2 p.m. ET):** Informational webinar  
**Aug. 8:** Deadline to submit online application  
**Aug. 22:** Receive notification of selection status  
**Aug. 29:** Deadline to email intent to participate in the training  
**Sept. 5:** Registration deadline  
**Sept. 8:** Last day to receive refund for registration fee less \$100 processing fee  
**Sept. 12: (2 p.m. ET):** Orientation webinar  
**Oct. 31:** Deadline for case assessment exercise  
**Dec. 19:** Deadline to finish watching the recorded webinars  
**Jan. 26:** Post written court observation reflection  
**Feb. 3-5:** Court skills training in Dallas, Texas  
**March 2:** Deadline for legal writing assignment  
**Aug. 28:** Deadline to submit full accreditation application to DOJ Office of Legal Access Programs

### *Schedule \**

#### **July 2025**

- **July 18 (2 p.m. ET) - Attend the informational webinar, which will discuss the application process for the Partial to Full Accreditation Initiative; CLINIC's selection criteria for accepting applicants to the training program; the registration process; and information about the training requirements, time commitment. and expectations.**

#### **August 2025**

- **Aug. 8 - Deadline to submit online application.**
- **Aug. 22 - Receive notification of selection status.**
- **Aug. 29 - Deadline for program directors/participants to email acceptance and intent to participate.**

#### **September 2025**

- **Sept. 5 - Deadline to complete the registration process which includes a registration payment of \$650 for Affiliates or \$750 for Non-Affiliates and submission of the Agreement signed by participant and participant's supervisor.**
- **Sept. 8 - Last day to receive refund for registration fee less \$100 processing fee if participant decides not to continue with the course.**

- Sept. 9 – Course website opens. Participants will receive an email with information about how to access the course website.
- Sept. 12 (2 p.m. ET) – Supervisor and participant attend the orientation meeting, in which trainers will discuss expectations, review the schedule, and answer questions.

**Assignments:**

- Watch recorded webinar: Anatomy of Removal Hearing. This webinar will discuss what happens during a removal proceeding and who the key players are in this proceeding.
- Watch recorded webinar: Applying for Full Accreditation. This webinar will discuss the eligibility requirements for full accreditation and how it differs from partial, the process of preparing for full accreditation with training and mentoring, elements of a strong application, the adjudication process, and next steps after approval.
- Read assigned reading materials.

**Immigration Court Experience:**

- Identify an in-house/local attorney or Fully Accredited Representative mentor and make arrangements to obtain hands-on immigration court experience as soon as possible.
- Work with your mentor to develop a plan for you to obtain immigration court experience for the next several months. This includes:
  - Observing master calendar or individual hearings in immigration court. As part of the court skills training, participants are asked to post written court observation reflections by Jan. 26, 2026, at 11:59 p.m. ET. In addition, you will want to provide a log of your immigration court observations, which should be submitted with your full accreditation application. A sample can be found in the [Request for Full Accreditation](#) on page 15.
  - Assisting on cases where you will have the opportunity to develop your legal research and writing skills, such as drafting briefs, motions, pleadings, declarations, etc., preferably for immigration court cases. For the full accreditation application, you will need to submit two legal writing samples to demonstrate written trial and appellate advocacy skills.

*Tip: If you are not sure about how to arrange a visit to immigration court, check with your colleagues who practice in immigration court or call your local immigration court. You can also find information about attending immigration court hearings remotely via Webex on the EOIR website [here](#). Scroll down to your local court and find specific instructions*

in that court's section of the page. You can also email the public affairs office of EOIR at [PAO.EOIR@usdoj.gov](mailto:PAO.EOIR@usdoj.gov)

### October 2025

- Watch recorded webinars:
  - Asylum Law Fundamentals - This webinar will describe the statutory requirements for an applicant to be granted asylum. It will explain concepts such as persecution, well-founded fear, nexus, the five protected grounds, and the bars to asylum.
  - Case Assessment Exercise - This webinar will describe how to effectively complete a case assessment and how this case assessment can aid you in your representation of clients in immigration court.
- Read assigned reading materials including the case file that will be used during the court skills training and for the case assessment exercise.

*Tip: Ensure you are familiar with the posted client case file and all of the facts of the case. After you review the case file, you will need to prepare a case assessment using either one of the sample charts posted on the course website. Make sure you listen to the webinars on case assessment and asylum fundamentals first so that you understand the assignment. In order to do the case assessment, please also review the supporting legal materials that are posted along with the case file. These include practice advisories on asylum and helpful case law.*

- Attend Office Hours (Optional). These sessions are intended for participants to ask questions regarding course content and assignment. More information will be posted on the course website closer to the dates.
- Continue to work with your mentor to obtain immigration court experience.
- Oct. 31 (by 11:59 p.m. ET) - Deadline to submit case assessment assignment.

### November 2025

- Watch recorded webinars:
  - Evidence in Immigration Court- This webinar will describe the Federal Rules of Evidence and their applicability in immigration court. While the Federal Rules of Evidence are not binding in immigration court, understanding them can still aid representatives in effectively advocating for clients in court.
  - EOIR Practice Rules -This webinar will outline the rules for practicing in immigration court, with a focus on filings as described in EOIR's Immigration Court Practice Manual.
- Read assigned reading materials.
- Attend Office Hours (optional)

- Continue to work with your mentor to obtain immigration court experience.

#### December 2025

- Listen to recorded webinars:
  - Ethics - This webinar will discuss ethical considerations for practitioners in immigration courts.
  - Legal Writing Fundamentals - This webinar will discuss the basic skills and best practices for effective legal writing in immigration court.
- Read assigned reading materials.
- Attend Office Hours (optional).
- Continue to work with your mentor to obtain immigration court experience.
- Dec. 19 (by 11:59 p.m. ET) - Deadline to finish viewing ALL recorded webinars.

#### January 2026

- Jan. 26 (by 11:59 p.m. ET) - Deadline to submit written immigration court observation reflections.
- Continue to work with your mentor to obtain immigration court experience.

#### February 2026

- Feb. 2 – Arrive in Dallas, Texas PRIOR to court skills training; check-in at Embassy Suites begins at 4 p.m. CT. Parking fee is waived for CLINIC participants (both hotel guests and local event guests).
- Feb. 3-5 – Attend the court skills training held at *The Embassy Suites by Hilton Dallas Market Center in Dallas, Texas*. The training schedule will be posted on the course website by Jan. 30, 2026. The registration fee will include your lunch on all three training days. Participants will be responsible for their hotel costs, all travel-related expenses, and meals. Breakfast buffet is included only for those participants who choose to stay overnight at the Embassy Suites. Participants who do not stay at the hotel will be responsible for their own breakfast. Attendance for all 3 days of the training is required to obtain a certificate of completion. Participants who arrive late or depart early will not receive a certificate of completion.
- Submit court skills training survey.
- Work on legal writing assignment.
- Attend Tentative Office Hours (optional).
- Continue to work with your mentor to obtain immigration court experience.

#### March 2026

- March 2 (by 11:59 p.m. ET) - Deadline to submit legal writing assignment. The short legal writing assignment is to help participants build their application materials for full accreditation. Trainers will review submissions and provide feedback.
- Continue to work with your mentor to obtain immigration court experience.
- CLINIC Affiliates may submit their application question(s) on the [Affiliate Support Form](#), and non-Affiliates may email their questions to [P2F@cliniclegal.org](mailto:P2F@cliniclegal.org).

*Preparing your full accreditation application:*

- Creating and/or updating your resume. Make sure to emphasize your immigration court experience. (Refer to the [Request for Full Accreditation](#), Pg. 11, for a sample resume for full accreditation.)

#### April 2026

- Continue to work with your mentor to obtain immigration court experience.
- Continue to work on your resume.
- Request letters of recommendation. You should submit two letters of recommendation for your full accreditation application. (Refer to the [Request for Full Accreditation](#), Pg. 16, for a sample letter of recommendation.)
  - The first letter should come from your mentor who can attest to your knowledge and experience in observing and working on immigration court cases, as well as your character and fitness to practice law. In the letter of recommendation, the mentor should describe his/her background and qualifications in immigration law.
  - The second letter could come from an attorney, Fully Accredited Representative, or supervisor who can attest to your knowledge and experience with immigration court cases.

#### May 2026

- Continue to work with your mentor to obtain immigration court experience.
- Draft a brief cover letter for your application. Make sure to indicate your date of birth on the cover letter. (Refer to the [Request for Full Accreditation](#), Pg. 10, for a sample cover letter.)
- Fill out the [EOIR-31A form](#).

#### June 2026

- Continue to work with your mentor to obtain immigration court experience.
- Finalize any remaining documents for your full accreditation application. Your final application should contain the following:
  1. Cover letter
  2. Form EOIR-31A

3. Resume
4. Copies of certificate of completions or other proof of recent trainings attended in the last three years
5. Include a brief description for each training listed in your resume or include the training agendas, if available
6. Two redacted legal writing samples
7. Log of experiences and observations at the Immigration Court
8. Two letters of recommendation

#### July 2026

- Continue to work with your mentor to obtain immigration court experience.
- Assemble your application with all required documents.
- Submit your final draft to CLINIC for review. CLINIC Affiliates can submit their applications through the [Affiliate Support Form](#).

#### August 2026

- Finalize your full accreditation application with CLINIC's feedback and submit your application to OLAP and a copy of your application to USCIS District Director of your jurisdiction. You can find instructions on where and how to send your application on OLAP's [website](#).
- Submit your final application to CLINIC by uploading it to the course website.
- Aug. 28, 2026 (by 11:59 p.m. ET) - Deadline to submit your full accreditation application to OLAP.

#### After August 2026

- Continue to work with your mentor to obtain immigration court experience while your application is pending.
- Within a month of receiving full accreditation from OLAP (even if the date falls after Aug. 28, 2026), submit a final report to CLINIC that explains how this in-depth training and full accreditation status impacted you professionally and your organization's capacity to serve your local immigrant communities.
- Alternatively, if you do not obtain full accreditation status, your report should explain why you were unable to complete this requirement.

*\* This schedule provides a suggested timeline to help participants prepare and submit their full accreditation application to OLAP by August 2026. Participants are always encouraged to file their full accreditation application as soon as it is ready.*

**Questions?**

- Questions or concerns about course content or required activities? Use the "Got a Question" forum on the course website to communicate with your course instructors.
- Questions about the course website or listening to a recording? Use the "Got a Problem?" forum on the course website to communicate with your e-course coordinator.
- Questions about the full accreditation application? For CLINIC Affiliates, submit them on the Affiliate Support Form.