

ORPE HUMAN RIGHTS ADVOCATES

Restoring Human Dignity

www.orpecharity.org

Recognition & Accreditation



To: Ms. Lauren Galenstein
Attorney Adviser
Office of Policy/EOIR
Department of Justice

Office Address:

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To: Lauren Gallenstein
Attorney Advisor/Office of Policy
Executive Office for Immigration Review
U.S. Department of Justice

Date: 07/06/2022

From: Debra Reece
COO/ Orpe Human Rights Advocates

RE: EOIR's Recognition and Accreditation Program.

Dear Ms. Gallenstein,

We are writing in reference to the information you have requested in the letter you set to us on June 28, 2022. We thank you. We have resolve to address the items you have indicated in the following way:

Part I

RECOGNITION APPLICATION

1) Additional Details for Budget

- An explanation of what the "DOJ Grant-Legal Assistance for Unaccompanied Children" is, including what office oversees the grant.

There was a mistake. The terms "DOJ Grant-Legal Assistance" should be replaced by the terms "ORR Assistance for Unaccompanied Children." Since March 1, 2003, the Homeland Security Act of 2002, Section 462, transferred responsibilities for the care and placement of unaccompanied children from the Commissioner of the Immigration and Naturalization Service to the Director of the Office of Refugee Resettlement (ORR). Unaccompanied children apprehended by the Department of Homeland Security (DHS) immigration officials are transferred to the care and custody of ORR. ORR promptly places an unaccompanied child in the least restrictive setting that is in the best interests of the child, taking into consideration danger to self, danger to the community, and risk of flight. ORR takes into consideration the unique nature of each child's situation and incorporates child welfare principles when making placement, clinical, case management, and release decisions that are in the best interest of the child.

- The name and specific amount of each grant included in the "Grants from Philanthropic Foundations" line item totaling \$38,000;

In this new era of reputation management, big corporations have incorporated in their departments what being called today as "Social Responsibilities." What's that mean? It means that corporations have discretionary funds raised from a variety of sources and redistribute these funds to qualified nonprofit organizations. For example, Bank of America, serves as trustee or co-trustee of a wide variety of discretionary charitable foundations. As steward of these

charitable funds, the bank works to award meaningful grants in accordance with the philanthropic mission of each donor. Here where the \$38,000 coming from,

- Explanation of the line item “Fundraisings-Online Platform” totaling \$280,000.

There was a mistake in this line item. The item should read “Fundraising-Online Platform or Campaign.” The platform is one of the strategies used by OHRA to create sustainability. OHRA has successfully imagined, created, and implemented an On-line Platform known under the name of “ZorArte_Community. Zorate is not virtual, but a division of the OHRA responsible for manufacturing products, producing craft, embroidery, digital products, and marketing materials for the purpose of promoting the mission advanced by OHRA. For example, during the COVID-19 health crisis that has severely impacted under-privileged communities, OHRA was one of the partners who donated thousands of face masks to hospitals including, Baltimore Washington Medical Center of the University of Maryland, John Hopkins Medicine, Grassroot shelters, and under-served communities for distribution to patients, homeless, as well as to at-risk front-line nurses and employees. Those products were manufactured by ZorArte. (<https://www.pinterest.com/zorArteLLC/>; and zorarte.community)

Inherent to OHRA’s mission is the commitment to advance multidisciplinary, comprehensive, trauma-informed, culturally, and linguistically response case management to immigrants, victims of crimes and human rights abuses, survivors of torture, refugees and asylees.

Now, when it comes to the On-line Fundraising Platform, Zorate Community has more than 12,000 members, with more than 1,500 dedicated members. The Platform offers a wide range of craft, embroidery, digital products, and services deemed to help promote low-profile businesses, and individuals. Thus, in regard of \$280,000 shown on 2021-2022 budget, this amount is the estimative value of the sales of the products manufactured by Zorate to about 1,500 dedicated members multiplied by \$19,20 per month x 12.

Updated Budget for FY 2022-2023

Fundings:

Agency/Source	Funds Description	Opportunity	Amount
DHS Grant	Citizenship Education and Training	DHS-22-CIS-010-003	239,999
DHS Grant	Citizenship and Integration Grant Program	DHS-22-CIS-010-004	\$250,000
DHS Grant	Citizenship & naturalization	DHS-22-CIS-010-002	\$300,000
HHS Grant	Trafficking Victims Assistance	HHS-2022-ACF-OTIP-ZV-0150	400,000
HHS Grant	Direct Service to Survivors of Torture	HHS-2022-ORR-ZT-0051	300,000
ORR	Refugees and Asylees Resettlement		\$80,000
ORR Grant	Legal Assistance for Unaccompanied Children		\$0
DOJ Grant	OVC-Victims of Domestic Violence		\$0
DOS Grant	Bureau of Population, Refugees, and Migrants	SFOP0009049	\$70,000
DOS Grant	Reception and Replacement Program - Migrants	SFOP0008037	\$72,828

Foundations	Grants from Private Foundations		\$38,000
Fundraisings	Online Fundraising Campaign		\$280,000
Career Devel. Training Prog	In-person and online training programs		\$76,801
Thrift Stores	Coming soon		\$0
Agency subsidy			\$0
Clients Fees (projected)			\$3,200
Total			\$1,810,000

Use of the Funds

Expenses	Description	Amount
Staff Salaries		\$648,000
Fringe Benefits		\$428,000
External Auditing		\$30,000
Office Supply (postage, printing...)		\$14,000
Immigration Training and Law Library		\$40,000
Citizenship Integration Program		\$120,000
Fundraising Costs		\$68,000
Refugee, Asylee Integration Program		\$120,000
Migrants Placement Program		\$90,000
Detainees Defense Programs	Representations, bonds, and other expenses	60,000
Legal Assistance for Unaccompanied Children		\$0
Clients' Skills Development/Training Expenses		\$60,000
Clients Employment Placement Expenses	Transportations, Job Interview, & related Expenses	\$14,000
Client Health Care Program		\$40,000
Case Management Software		\$10,000
Immigrants Language and Skills Building Program		\$80,000
CLINIC Membership		\$2,000
Total		\$1,810,000

2) **Fee Schedule/Waiver Policy:** *Please confirm that these remain current or advise us of any changes.*

"Yes". The Schedule and Waiver Policy are still current

FEES SCHEDULES

ADJUSTMENT OF STATUS
I-485 (Application to Register Permanent Residence or to Adjust Status)

• Adult	\$100
• Child under 14	\$50
• I-602 Waiver	\$50
• Family Cap (does not include adult children)	\$250
CITIZENSHIP	
• N-400 (Application for Naturalization)	\$200
• N-565 (Application for Replacement Naturalization Citizenship Document)	\$40
• N-600 Certificate of Citizenship	\$60
FAMILY PETITION	
• I-730 (Refugee/Asylee Relative)	\$40
• Family Cap I-730	\$80
• Consular Processing Bundle (includes I-130/I-864/DS-230) spouse	\$250
• Consular Processing Bundle (includes I-130/I-864/DS-230) non spouse IR	\$300
• Consular Processing Bundle (includes I-130/I-864W/DS-230) minor	\$150
• Family Cap Processing	\$450
• One Step Adjustment (I-130/I-485/I-864/I-765/I-131) spouse	\$300
• One Step Adjustment (I-130/I-485/I-864/I-765/I-131) non-spouse	\$300
• Adjustment for approved I-130/I-129F \$150 I-130 for Spouse (Petition for Alien Relative)	\$100
• I-130 for non-spouse (Petition for Alien Relative) \$50 I-129F (Petition for Alien Fiancé)	\$100
• I-751 (Petition to Remove the Conditions on Residence)	\$100
• I-864 (Affidavit of Support)	\$50
• NVC Representation for Approved I-130	\$100
• I-601a Conditional Waivers	\$500
• I-129F Fiancé Petition	\$250
MISCELANEOUS	
• I-90 (Application to Replace Permanent Resident Card)	\$30
• I-102 (Application for Replacement/Initial arrival-departure document)	\$50
• I-131 (Application for Travel Document/Advance Parole)	\$50
• I-134 (Affidavit of Support)	\$35
• I-765 (Application for Employment Authorization)	\$50
• I-765 & Parole Renewal	\$35
• G-639 (Freedom of Information/Privacy Act Request)	\$40
• I-589 Nunc Pro Tunc	\$100
• I-821 & I-765 (Application for Temporary Protected Status)	\$50
• Application for Deferred Action	\$150
• I-821 & I-765 (Application for Temporary Protected Status)	\$50
• I-821D Application for Deferred Action	\$150
• I-129R1 Religious Worker Visa	\$300

No one will be denied services based on inability to pay. A fee waiver is available for clients who can demonstrate financial hardship. Agency fee for applications does not include USCIS filing fee, representation at the interview, or document translation.

Exhibit C-4. Fees Waiver /Reduction Policy

OHRA will reduce or waive fees for clients who formally request and prove that they cannot afford to pay the immigration legal service fees charged. Clients requiring a waiver of fees charged by USCIS must submit a separate waiver directly to the Federal Government. The criteria for reducing or waiving fees will be based on the U.S. Federal Poverty Guidelines. The following sliding fee scale is implemented:

- If a client falls at or below 130% of the U.S. Federal Poverty Guidelines, 100% of the recommended fees may be waived.
- If a client falls between 131% and 200% of the U.S. Federal Poverty Guidelines, 50% of the recommended fees may be waived.

Clients requesting a fee waiver or reduced fee must complete a Fee Waiver/Reduction Application Form and submit acceptable documentation to verify their income level, such as their most recent federal tax return, pay stubs, bank statement, proof of current public benefits received, proof of extreme economic hardship, or other form of documentation.

A fee waiver/reduction may only be granted by the Program Director of the Department of Immigration of the Orpe human Rights Advocates. If a client is granted a fee waiver, he or she must sign and agree to the Fee Waiver/Reduction Application Form.

The U.S. Federal Poverty Guidelines for the 48 Contiguous States and the District of Columbia, located at <https://aspe.hhs.gov/poverty-guidelines>, are as follows:

Household Size	100% of Poverty Level	130% of Poverty Level	200% of Poverty Level
1	\$12,140	\$15,782	\$24,280
2	\$16,460	\$21,398	\$32,920
3	\$20,780	\$27,014	\$41,560
4	\$25,100	\$32,630	\$50,200

5	\$29,420	\$38,246	\$58,840
6	\$33,740	\$43,862	\$67,480
7	\$38,060	\$49,478	\$76,120
8	\$42,380	\$55,094	\$84,760
For each additional person, add	\$4,320	\$5,616	\$8,640

A client may also request a fee waiver if he/she receives a means tested local, state, or federal government benefit (such as food stamps, TANF, Medicaid, or Supplemental Social Income) or in cases of extreme economic hardship

All fee waiver applicants must complete a Fee Waiver Application Form detailing their situation. In addition, applicants must submit documentation, which could include:

- Current pay stubs or other proof of income
- Current bank statement
- Most recent tax return
- Proof of current public benefits received
- Proof of extreme economic hardship

All fee waivers are determined by OHRA’s treasurer and administrative director. A client who receives a fee waiver from OHRA is still responsible for applicable fees from USCIS/NVC. However, if appropriate and available, we will also help the client complete a USCIS fee waiver request.

3) **Technical Legal Support:**

Your application indicated that you do not have any immigration attorneys on staff and that you do not have any agreements for technical legal support from attorneys or other recognized organizations. Please explain what technical legal support is available to your organization, and please provide documentation of any agreements

When this application was made on June 2021, Orpe Human Rights Advocates had limited resources to hire staff attorneys. As of today, our organization has now financial resources available to hire two immigration staff attorneys. We are in the process of hiring 2 staff attorneys. If this application approved, Edward-T Moises will temporarily play the role of an ILS Supervisor. He will be working with the Director of Immigration Legal Services, Ms. Lauren Tephabock, However, after confirming the skills and expertise of the staff attorneys to be hired, the organization will appoint 1 of the hired staff attorneys to the position of the Director of Immigration Legal Services and implicitly will

exercise the function of Immigration Legal Staff Supervisor. After hiring the first two staff attorneys, we will be able to forward their resumes, credentials, and any possible agreements to the OLAP.

4) **List of Services:**

We reaffirm the core values of Orpe Human Rights Advocates (OHRA) as stated in its mission statement. Those core values are centered around the defense of human dignity; advocate for the cause of those who cannot assert their own fundamental rights. OHRA immigration legal services is expected to be centered on providing free of charge or with nominal fee direct representation for asylum seekers, reuniting separated families, increasing legal representation for those in removal proceedings and in detention, providing public education on immigration law and policies, and advocating for fair and just immigration policies that knowledge the inherent dignity and value of all people. Our goal is to be able to assist indigents individuals and families who cannot afford the services of a private attorney get relieved from the problems that holding them back from moving their life forwards. We will be providing the following services:

A) Immigration Defense

a) Federal Court Immigration Litigation

If approved, we will be assisting indigent clients who have had trouble dealing with the U.S. Citizenship and Immigration Service and need relief. This can be from the USCIS:

- Wrongful denial of a naturalization petition
- Failure to act on adjustment of status petition
- Unjust order of removal and unfair detention of client

We will be assisting indigent clients to appeal unjust USCIS decisions to the Federal Court obtain a just result. We also be seeking writs of mandamus which are ordered to an official to perform a duty. We will be using this action to compel a USCIS agent to rule on an application for adjustment of status or naturalization.

4.2. Denial of Naturalization

Naturalization is important. It gives the immigrant final status as a United States citizen with the right to vote and serve on juries and truly call oneself an American. Sometimes the USCIS wrongfully denies citizenship based on poor moral character due to some long past crime. By law, it may only look back five years for crimes, but immigration officers often ignore this rule. We appeal to the Federal Court where naturalization can be ordered.

4.3. Relief to Individuals Held in Prison

The USCIS sometimes holds persons in jail with a view to imminent deportation. This may be due to an old order for deportation or recent conviction of a crime. Where the client's constitutional rights have been violated, sometimes due to ineffective assistance of other counsel, or the client is not legally deportable or inadmissible, we will be bringing the matter to a head by filing a writ of habeas corpus. This compels immigration authorities to bring our client to the federal court. There

we present our arguments to the federal judge to seek release of our indigent client and other appropriate relief.

b) Immigration Bond Hearing

Immigration detention issues take experience and skill to resolve. Detained individuals by Immigration and Customs Enforcement or placed on an ICE hold, certain non-citizens in ICE detention can be released through an immigration custody hearing. Often, indigents people don't have bonds or lawyer to help them. They end up of being deported for the lack of financial capability to hire the services a private attorney. Orpe Human Rights Advocates' mission is to help indigents in bond determination. Depending on the availability of the funds, OHRA may assist qualified indigent client with requested dollar amount to post the bond for the purpose of being released. Our legal team is expected to be versed in the conditions indigent client must meet in order to be released on immigration bond and is prepared to vigorously argue that 236(c) mandatory detention for crimes involving moral turpitude, controlled substances or aggravated felonies do not apply to the client case.

c) Handling Bond Amount

For some detained immigrants, ICE or the judge may release client "on the client's own recognizance", which means client do not have to post an immigration bond. Usually though, ICE or the immigration judge sets a bond amount, the minimum being \$1,500.

If indigent client released on bond and later do not appear for his immigration hearing, client will forfeit the amount of his bond and be taken back into ICE custody. Client may have already had a hearing and the judge set a bond amount that client cannot pay. In this case, OHRA's legal counsel can request a redetermination of the bond amount for an indigent client. A resourceful bond hearing attorney can assist client to request a waiver of the bond or to get a bond determination that client can afford to pay.

d) ICE Hold Defense

We will be helping with qualified detained indigent immigrant clients whom we find having good moral conduct, family ties, and strong connection to the community to get them released from ICE's detention center. We will be providing the judge with evidence of our client's good moral conduct, family ties and strong connections to the community. We also will be introducing such evidence as length of time in the area, current employment, a clean criminal record, contributions to the community and close ties to family in the area.

When a client has already had a bond hearing with an unacceptable result, we will be attacking the situation by seeking redetermination. If a client comes to us having already been through an unsuccessful redetermination hearing, we can fight for a new redetermination based on a change in circumstances, or we appeal to the Board of Immigration Appeals (BIA) for a review. Successfully resolving qualified indigent client's immigration bond and getting indigent clients released from an ICE hold will be a priority.

We will be working to get indigent clients released from custody by providing aggressive representation at bond hearings. Indigent clients who need relief from oppressive bond requirements would benefit from our help.

e) Deportation Defense

We will be Defending Indigent clients who cannot Afford the services of Private Attorney and threatened with Deportation.

Indigent clients who have received a Notice to Appear in immigration court charging them as facing removal from the United States. The idea of appearing before an immigration judge can be intimidating, even terrifying. Sometimes indigent clients represent themselves because they don't have financial capability to afford the services of private attorney. They are wrongly removed because there is no attorney willing to defend them for the lack of financial capability. Those are the cases we are going to defend. Our goal is to assist qualified indigent clients fight and to remain in the United States.

When immigration trouble strikes indigent people, in most cases they used to be deported without their rights being asserted as there is no skilled, experienced, and dedicated lawyer who is willing to take their case for the lack of the ability to pay. Here where we will be intervening to successfully keep indigent clients in the U.S.

How are we going to Deliver Deportation Defense?

Removal defense is a series of legal strategies used to prevent deportation or removal. As known, it is one of the most complex and confusing areas of immigration law. Here, below we're going to enumerate some actions OHRA's accredited representatives/counselors will be considering to prevent or stop removal proceedings:

- **Bond Redetermination Hearings:** If indigent clients are in immigration custody on an ICE hold, our office can successfully argue that clients should be released from ICE detention because clients are not subject to 236(c) mandatory detention and do not pose a flight risk or danger to the community and national security.
- **Motions to Terminate:** We should be able to argue to the Immigration Judge that the Government has failed to prove its charges of deportability or inadmissibility.
- **Waiver of Inadmissibility:** This is a petition to allow a client to stay in the country despite the client's failure to meet all immigration requirements.
- **Cancellation of Removal Proceedings for Permanent Residents/212(c) waiver:** We should be able to argue at the removal hearing that a client needs to keep or obtain permanent residency for humanitarian reasons, even though the client has a criminal background.
- **Adjustment of Status:** We should be able to seek residency status for our client through connection to a U.S. citizen or permanent resident family member.
- **Asylum:** We should be able to help clients obtain asylum where they have a reasonable fear of persecution in case of returning to their original country.
- **Request for Exercise of Prosecutorial Discretion:** We should be able to ask ICE to withhold prosecution for humanitarian reasons and a client's low-priority status for deportation.

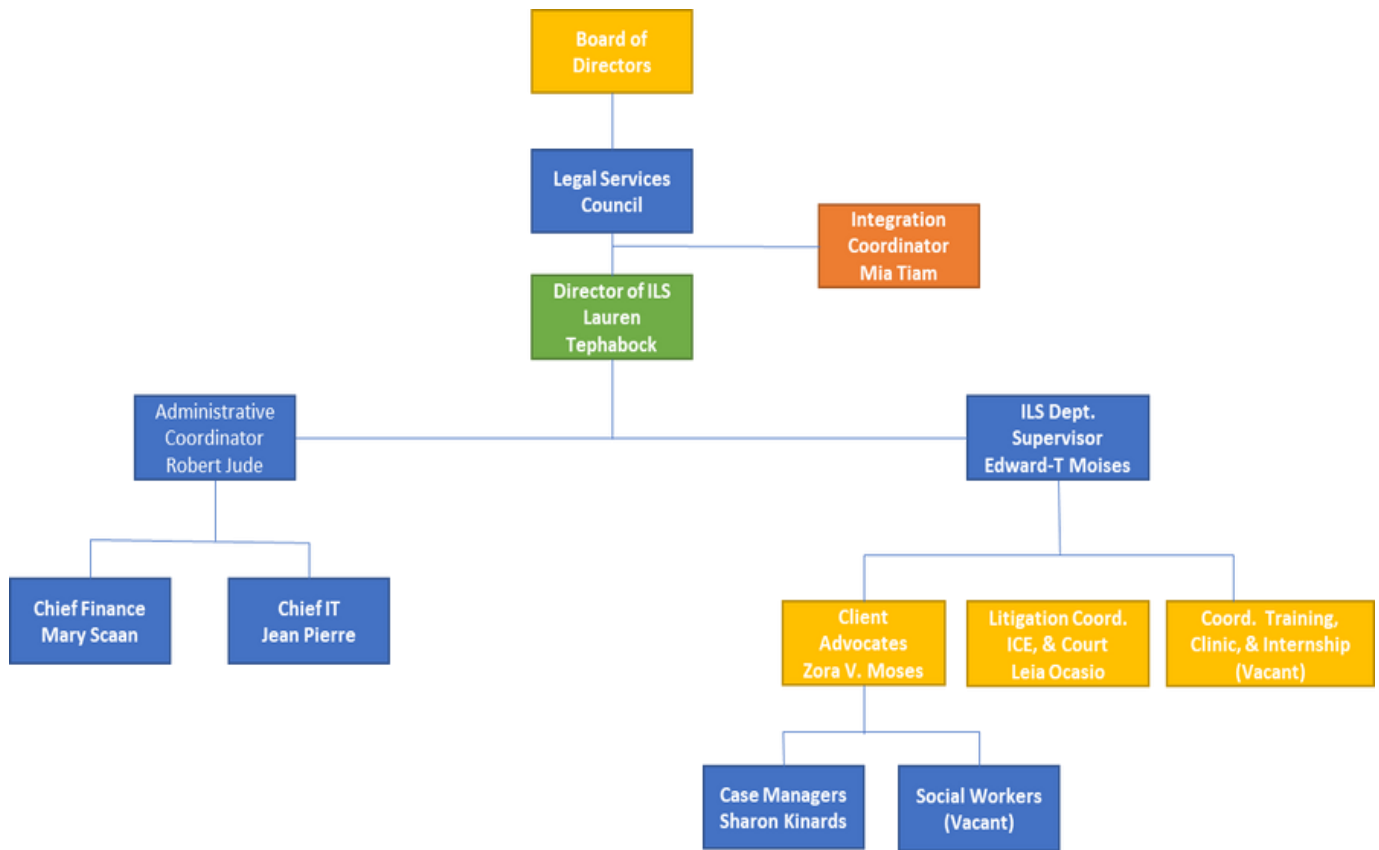
B). U.S. Citizenship and Naturalization Services

- Adjustment of Status
- Visas
- DACA
- Citizenship and Naturalization
- Work Authorization
- Family-Based Immigration
- Consular Processing

- T-Visas; U-visas

5) **Organizational Chart:** Please explain if any of the individuals listed on the organizational chart are immigration attorneys, and if so, please provide their resume. Additionally, please explain who will be supervising the proposed accredited representatives.

When this application was made on June, 2021, the Orpe Human Rights Advocates had limited resources to hire staff attorneys. As of today, our organization has now financial resources available to hire two immigration staff attorneys. We are in the process of hiring 2 staff attorneys. If this application approved, Edward-T Moises will temporarily play the role of an Immigration Legal Services Supervisor. He will be working with the Director of Immigration Legal Services, Ms. Lauren Tephabock, He will be supervised and accountable by Legal Services Council. However, after confirming the skills and expertise of the staff attorneys to be hired, the organization will appoint 1 of the hired staff attorneys to the position of the Director of Immigration Legal Services and implicitly will exercise the function of Immigration Legal Staff Supervisor. After hiring the first two staff attorneys, we will be able to forward their contracts and credentials to the OLAP.



Part II
ACCREDITATION APPLICATION

A). AILA Fundamentals Course: Please provide an agenda or syllabus from this course that includes a description of the topics covered in each session.

AILA Fundamentals Course Agenda

2.1. Ethics and Professional Responsibility

A) Model Rule 1.1: Competency

- Model Rule 1.1: Competency
- Model Rule 1.1 - Competence Comment
- Model Rule 1.2 -Comment on Model Rule 1.2
- Rule 1.3: - Diligence
- Comment on Model Rule 1.3: Diligence
- Rule 6.5 - Nonprofit and Court - Annexed limited Legal Services Programs
- Comment on Rule 6.5
- Providing Pro Bono

B) Model Rules 1.6; 5.2; 5.3: Confidentiality

- Rule 1.6: Confidentiality of Information
- Comments of Rule 1.6
- Rule 5.2: Responsibilities of a Subordinated Lawyer
- Comments on Rule 5.2
- Rule 5.3: Responsibilities of Non-Lawyers Assistance
- Comments on Rule 5.3
- Confidentiality video

C). Cyber Security and Ethics Protection Data

- Cyber Security & Ethics Protection Data
- Rule 1.15: Safeguarding property
- Rule 1.15: comments
- Model Rule 1.5
- Rule 1.5: - Comments
- 8 CFR 1003.10
- Rule on Client Trust Account Recording
- Rule 1.5: Fees
- Trust Account
- Quiz
- Discussion Questions

2.2. Client Management

- Overview
- Sample Client Intake

- Mock Client Consultation
- Pro Bono Consultation List
- Connecting with client in the era of immigration policy-change
- Working with clients with Trauma
- The Cycle of Abuse
- Setting Expectations with Clients in Trauma
- Building Client Narrative

2.3. Immigration Legal Services Management

- Pyramid of Staffing
- Hiring, Managing, and Firing
- Hiring Checklist
- Phase of Staffing
- Attracting Talents in your Firm
- Mock Employer
- Video
- Self-care in running your organization successful
-

2.4. Humanitarian and Asylum

- Humanitarian Chart
- Asylum
- Affirmative Asylum - video
- Violence Against Women Act (VAWA)
- Forms of Relief in Removal Proceedings
- Identifying T-Visa Relief
- Mechanisms of U Visa
- Mechanisms of U-Visa Video
- Special Immigrant Juvenile Status
- Mock Intake, SIJS
- Hypothetical 1 : U-Visa & T-Visa
- Hypothetical 2: VAWA
- Hypothetical 3: SIJS & Asylum
- Example of Brief on Political Opinion
- Overview of Family-Based Immigration-Video
- Family-based immigration (Reading)
- Visa Bulletin
- 4 Myths about Chain Migration
- Family-Sponsored Immigration
- Mock Intake for Spousal Family-Based Case
- Sample of Client Intake of Spousal Family-based
- Preparing & Filling an Immigration Petition
- Sample of the Letter to the USCIS
- Sample I-130 Checklist
- Exercise Discussion: Post Answers to Hypothetical 1, 2, 3

2.5. Family-Based Immigration

- The problem in Family Immigration
- I-601 A and 212 Waiver Possibility

- I-601A Application for Provisional Unlawful Pres
- Form I-212
- Discussion Questionnaires

2.6. Commonly Used Nonimmigrant Visas

- Most Common Used Nonimmigrant Visas
- B1-/B-2/ Electronic System for Travel Authorization
- H-1B Special Occupation (video)
- Drafting a H-1B Letter
- H-1B Portability Petition sample Letter

2.7. Employment-Based Visas

- Types of Work Visas
- Extension of L-1 (L-1A, L-1B)
- Working in the US H-1B; I-
- I-94
- The Impact of Trump's Executive Order Buy-America
- Multinational Managers/Special-L-1A Video
- E-1 and E-2 Nonimmigrants
- E-1/E-2 Treaty Trader/Investor
- O and P Nonimmigrant Visas
- O and P Visa video
- O-1 Extraordinary Persons - video
- TN NAFTA Visa
- H-1B FRE
- Handling Request for Evidence (RFEs) video
- Mock Client: Managing Clients Expectations/Communicating with Clients
- Employment-Based Permanent Residence (Video)
- Criteria Demonstrating
- Category-Based Countries
- PERM -Based Labor Certification Process
- PERM Attorney - Audit Letter
- Audit Response Self-Check List
- I-140 Petition Preparation (Based on EB Preference...)
- Adjustment of the Status video
- Dual Representation Issues
- Adjustment of Status Process: Mock Client Interview

2.8. Adjustment of Status, & Consular Processing

- Overview Adjustment of Status
- Introduction to Consular Processing video
- Immigrant Visa
- Adjustment of Status Generally-video
- Adjustment of Status Chart
- Adjust of Status Beginning

- Consular Processing in Practice
- Consular Processing Flow chart
- Fundamentals of Lawyering at Consular Posts
- Best Practices
- Consular Practice
- Inadmissible Foreign National and Bars to the Residency
- Travel
- Mock Client Consultation: Demonstrating How to Advise Client of the Green Card Process
- Discussion Questions

2.9. Removal & Relief

- | | |
|--|---|
| <ul style="list-style-type: none"> • Document 1 • Removability and Inadmissibility (video) • Chart of Grounds of Inadmissibility and Removability • Chart of the Grounds of Inadmissibility • Sample of Notice to Appear (NTA) • Sample of NTA • Pleadings and Application for Relief • Bond Procedure and Timeline • Determining Bond Eligibility (Video) • Motion for Bond Hearing • Mock Bond Hearing • Mock Bond Hearing Discussion • Cancellation of Removal • Relief From Removal: -video • Relief form Removal: Not a former/ Current • Volunteer Departure - Video • Hypothetical NTA-1 • Sample of Pleadings 1 • Modell Response to Sample Pleadings 1 | <ul style="list-style-type: none"> • Hypothetical NTA 2 • Complete Checklist • Pleadings Checklist • Response to Hypothetical NTA 2 • Hypothetical NTA 3 • Checklist Hypothetical 3 • Faculty Response to Hypothetical 3 • Hypothetical 4 • Checklist NTA 4 • Faculty Response to NTA 4 • Hypothetical 5 • Checklist NTA 5 • Faculty Response to NTA 5 • Mock Court Appearance Demonstrating Trial or Courtroom Etiquette • EOIR Doc • Special Immigrant Juveniles • Discussion Questions - Removal Relief |
|--|---|

2.10. Citizenship & Naturalization

- Document Checklist
- Naturalization Cover Letter
- Cover letter for 5 years Naturalization
- USCIS Civic Exam Reading
- Continuous Physical Presence
- Red Flags Naturalization Citizenship
- Naturalization Red Flags Checklist
- Mock Citizenship Interview
- Mandamus Actions-Take Gov to Court
- Mandamus Actions - Video
- Exercise: Review of a Hypothetical Naturalization Applicant

- Exercise Faculty Response
- Exercise 11 - Citizenship

B). Additional training certificates:

a) For Edward

I understand that U.S. immigration law is always in a constant changing move that requires continuing education. From 2021 to present, I participated in several webinars offered by AILA, and Catholic Charity on a variety of immigration topics. However, those refreshing programs do not necessary aim for certificates. As a skilled research worker in the legal field, I always update my immigration knowledge data to fit the components of the current version of the U.S. immigration law. I can safely say I spend more time honing my immigration and trial advocacy skills than any other type of other continuing education available. On my bookshelf you'll find immigration law books such as: Immigration Law and Procedure: USCIS Policy Manual and Adjudicator's Field Manual (by Matthew Bender); Immigration Law Practice Expeditor LexisNexis); Bender's Immigration Cases Reporter (by Matt Bender); Immigration Cases (by Matt. Bender); Immigration Checklists and Practice Pointers (by American Bar Association); ABA Immigration Compliance and Best Practices (American Bar Association). I devour the immigration law case studies, and other data which I feel help give me an edge in the U.S. immigration law practice.

b) For Zora Moses: Certificate of Completion

Zara always keeps updating her immigration law knowledge and practice through its participation in a variety of webinars.

1). Letters of Recommendation:

Edward was asked to submit two Letters of Recommendation that speak to his immigration experience and character and fitness and must be submitted by someone who is qualified to discuss Edward's immigration experience (like an immigration attorney or other accredited representative).

Accordingly, Edward has raised serious concerns in regard of the Letters of Recommendation:

“Honestly, I am unable to obtain Letters of Recommendation from a qualified immigration Lawyer or Accredited Representative who may have been known my immigration experience, character, and fitness and this for the following reasons:

“I worked as associate immigration advocate with the Law Firm of Nguana and under the supervision of Attorney Albert Nguana (Maryland) from 2003 to 2005. I worked in the similar capacity as a lawyer as I was under the supervision of the attorney of the records, Albert. Albert and other colleagues witnessed my skills in immigration practice and possibly my character and fitness at that time. After 2006, I took another professional path where the practice of immigration law was not relevant at that period. More than fifteen years later, I refreshed and updated my immigration law skills for the purpose of sustaining the mission of a

good cause promoted by the Orpe Human Rights Advocates. Colleagues who practice immigration law in a similar capacity than me are no longer around. In my case, I feel it ambiguous or irrelevant to ask a letter of recommendation to an immigration attorney or an accredited representative who only has known me in circumstances other than professional where he could be driven by the idea of judging my abilities, character, and fitness. Frankly, I am stuck; I feel incompetent to move forwards.

I seize this opportunity to confess that, my professional journey with this immigration Law Firm consolidated my skills in cases involved immigration proceedings and immigration litigations: “under the supervision of the attorney of records, filed several cases with the immigration court; appeared before the immigration court for several times; understood the nuts and bolts of immigration court; participated in hearings before the immigration Judges; co-authored a variety of motions; co-authored appeals of immigration Judge’s decisions; assisted clients in proceedings before immigration Judges. When the federal government created ICE in 2003 as a response to the September 11, 2001, terrorist attacks, we were among the first generation of immigration legal advocates who argued bonds for the release of clients from ICE detention centers. I master local operating procedures; and master the rules of conduct and professionalism.” As I don’t feel of having the necessary means to permit me overcome this situation, I can only leave the outcome at your appreciation.

Edward-T Moises

A Resume for Lauren Tephabock was requested, as she submitted one of Zora’s letters.

Resume for Lauren Tephabock

Ms. Lauren Tephabock has worked as director of Immigration Services Program at the Summit Ministry Center in Ellicott City, MD 21043 before joining OHRA. At Summit, Ms. Tephabock provided leadership and administration to the Summit Ministry Center Immigration Services Program. Established, led, implemented, maintained, and monitored the daily operations and services of the immigration services program at Summit Ministry Center. Under the supervision of licensed attorney, provided direct services to clients according to professional standards and provides professional supervision to program staff. As program director, Ms. Tephabock planned the delivery of the overall program and its activities in accordance with the mission and the goals of that organization. Ms. Tephabock represented Summit Ministry in the community at large and managed the day-to-day operations of the program. As director, provided direct immigration assistance to persons/families needing immigration legal assistance and offers direct legal supervision to program staff. Ms. Tephabock hired and trained Ms. Zora Moses in the position of immigration advocate at Summit Ministry Center. Under the supervision of licensed attorney, Ms. Tephabock provided legal representation to persons before the Department of Homeland Security United States Citizenship and Immigration Services (USCIS) and Department of Justice Executive Office for Immigration Review (EOIR). The services included, among others, the following: (a) giving general consultation both on a collective and on individual basis, (b) completing forms instituted by the U.S. Department of Homeland Security and Executive Office for Immigration Review (EOIR) on behalf of clients, (c) representing clients before the U.S. Department of Homeland Security and Executive Office for Immigration Review (EOIR), (d) networking with other community-based legal service providers in the area in advocacy efforts and policy changes.

Ms. Tephabock joined OHRA in 2019 as Interim Director of Immigration Legal Services.

Note: OHRA has now funds available to pay salaries and hire two staff attorneys. One of the staff attorneys will be working with Ms. Tephabock. As of today, Ms. Tephabock is studying the course of “Fundamentals of U.S. Immigration Law” within the purpose of being able to become a full accredited representative. If accredited, Mr. Moises will temporarily work with Ms. Tephabock. Ms. Tephabock holds a MBA from the University of Maryland, and a Master degree in Legal Studies from the Georgetown University, District of Columbia.

Essential Functions of the Director of Immigration Legal Services at OHRA:

Staff management:

- Supervise all legal staff, interns, and volunteers. Responsible for hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; as well as problem resolution.
- On-site supervision and visits to Satellite office as needed.
- Conduct weekly supervision meetings with ILS staff.
- Conduct weekly gold sheet review on staff files before documentation is mailed to USCIS.
- Conduct open and closed case file review on a quarterly basis.
- Maintain and develop policies and procedures to ensure Program compliance with funding sources and Department of Justice (DOJ) Recognition and Accreditation.
- Manage the reporting process for Performance and Quality Improvement.
- Regularly update the program operations manual to ensure DOJ compliance.

Budget management/Fund sourcing:

- Responsible for monitoring funding sources and expenses.
- Responsible for program funding including fee generation and assisting with grant writing/execution.
- Responsible for locating new funding sources and maintaining relationships with current funders.
- Responsible for writing quarterly and year-end reports for all funding sources.

Immigration legal assistance:

- Conduct client consultations to determine if clients are eligible for federal immigration benefits.
- Complete appropriate immigration applications for clients.
- Represent clients before the Department of Homeland Security and Executive Office for Immigration Review
- Stay up to date with changes in immigration law and other immigration related developments to ensure staff members understand these changes.
- Handle complex cases involving issues such as criminal history, immigration law violations, current or previous removal proceedings, appeals, etc.
- Research and analyze complex legal matters pertaining to own case load and that of staff under position’s supervision, assuming responsibility and risk for outcomes of program’s client cases.
- Assume caseload of any departing staff member.
- Maintain all case records and documentation mandated by OHRA and ILS policies and procedures.
- Make appropriate referrals as necessary for immigration legal services beyond the scope of the program or one’s own competencies, and for other social service needs.

Community outreach:

- Actively participate or present relevant immigration information to the immigrant and nonimmigrant communities periodically as needed.
- Assist in public relations efforts which increase the visibility of ILS, publicize immigration issues faced by immigrants and raise community awareness on immigration issues.
- Create and maintain partnerships with community organizations for capacity building and funding opportunities.
- Perform other related duties as assigned by management.

Knowledge, Skills, and Abilities:

- Bilingual in English and Spanish.
- Skill in professional supervision.
- Excellent written and verbal communication skills.
- Understanding of, and sensitivity to, people of low-income and multi-cultural backgrounds.
- Ability to translate between English and Spanish and vice versa, fluently, and accurately.
- Ability to work with and be sensitive to non-English speakers.
- Ability to work with victims of domestic violence, and other crimes and be sensitive to their needs and situation.
- Ability to function as an active, collaborative, team member, sometimes across agency lines.
- Ability to read, analyze and apply legal material to clients' cases.
- Knowledge and ability to access the internet and research legal information.
- Ability to present information effectively to an adult group in a public education forum.
- Ability to prioritize multiple projects and ensure all deadlines are met.
- Ability to organize and delegate tasks to other members of the team.
- Computer proficiency including MS Word, Excel, Power Point, Outlook, Office 365.

Work Experience:

- 3 years supervisory experience.
- Experience in immigration legal advocate
- Experience working one-on-one, with people dealing with very personal information requiring confidentiality.
- Experience in researching and in handling legal matters.

1) For Edward:

Because Edward is seeking full accreditation, please submit additional recent training or experience in trial and appellate advocacy or any other materials that show Edward's effective litigation skills.

Evidence of Effective Litigation Skills for Edward -T Moises

I was asked to submit additional recent training or experience in trial and appellate advocacy or any other materials that show effective litigation skills on my part (Edward). I understand that the core issue here is a showing of evidence of effective litigation skills. I believe the best way of showing such evidence is by engaging in a narrative approach that describes the journey of a wide range of trainings and professional experience that had served as backbone in the acquisition of effective litigation skills.

Generally, I don't speak much about my litigation skills because I think most people who happen to know me are probably more interested in continuing to see me in advancing the general mission of Orpe Human Rights Advocates than seeing me as an equivalent of a trial lawyer. However, having been trained and graduated from the Jean Monnet School of Law (University of Paris South) in 1994 and having worked from 1994 to 1999 as associate trial lawyer in Paris (France) in the Law Firm of Fremaux; experience, comfort and skills in the courtroom led me understand how extreme important is having litigation skills. It motivated me to seek the path of LLM with concentration in the practice of trial advocacy at Beasley School of Law (Temple University) in Philadelphia where I graduated in 2005.

Knowing the importance of litigation skills as human rights advocate, I can safely say I spend more time honing my trial advocacy skills than any other type of other continuing education available. This is in part because it fascinates me and, frankly, it's like my DNA. I like to think of myself like a basketball player who works every day after practice on nothing but free-throws, dribbling to the left, or shooting threes.

On my bookshelf you'll find trial and appellate advocacy books such as: *Going to Trial* (by Daniel Small, 2nd ed.); *Winning Brief - Tips for Persuasive Trial and Appellate Courts* (by Bryan A. Garner); *Modern Trial Advocacy* (by Steven Lubet); *The Art of Pleading a Cause*; *Materials in Trial Advocacy* (By Mauet, Wlfson, Easton); *Problems in Trial Advocacy* (by Bocchino, Bestkind); *Jury psychology*; *Opening statement*; *Cross-examination*; *Persuasive rhetoric*; and *Closing argument*. I devour the art of advocacy case studies, psychological studies, and other data which I feel help give me an edge in situation where I could find myself advocating and defending the causes of those indigent people who cannot assert their own fundamental rights.

We know that the art of advocacy is the fascinating competition between two (or more) parties trying to re-create an event in the most persuasive way possible. Preparing for any trial is like composing a tune or in some cases - a symphony. There are many small components which must neatly and seamlessly fit together all aimed at not only telling the more persuasive story but convincing a judge or jury to be motivated to act on your cause.

Within this idea in mind, I believe it should be worthy enough to say that, apart from my skills in immigration law, one of the skills I have developed during the journey of my Law School education at Beasley School of Law (Temple University) in Philadelphia was trial advocacy and appellate skills. As a litigator student, I was subjected to several mock trial practices and competitions and selected and won two mock trial competitions. I also gained immigration law skills through immigration clinic programs supervised by the department of litigation at Beasley School of Law. From 2003 to 2005 I worked as associate immigration advocate with the Law Firm of Ngwana and under the supervision of Attorney Albert Ngwana (Silvers Spring). This professional journey helps me consolidate my skills in cases involved immigration proceedings and in immigration litigation: "Under the supervision of the attorney, filed several cases with the immigration court; appeared before the immigration court for several times; understood the nuts and bolts of immigration court; participated in hearings before the immigration Judges; co-authored a variety of

motions; co-authored appeals of immigration Judge's decisions; assisted clients in proceedings before immigration Judges; argued bonds for the release of clients from ICE detention center; mastered local operating procedures; and mastered the rules of conduct and professionalism.”

In 2008, I was accepted in the internship program of in Criminal Defense Internship at the Office of Public Defender for the City of Alexandria. Program was under supervision of the Attorney Melinda Douglas. The program was composed of three related components (1) a classroom section, (2) a mock and moot trial practice, and (3) a field study experience. A field study experience subjected participants to meet for the practical component once each week at the Office of the Public Defender for the City of Alexandria, Virginia (AOPD) for trial skills instruction from the AOPD attorneys. As part of the practical component, I performed in the capacity of a defense attorney in simulated cases where I was responsible for preparation and trial presentations, including developing case theory; interviewing and examining witnesses; working through evidentiary issues; and presenting closing arguments to a jury. The second portion of this program was a 20-hour weekly internship. At least 10, of the 20, hours was spent at the Alexandria PD's office over 2 days each week. Program was under the supervision of the Attorney Melinda Douglas. During the internship, I was working with attorneys in the office and participated in work with clients and witnesses and in preparation of motions and trials. I was also subjected to research issues in immigration law, criminal law and procedure and participated in case investigations in Alexandria, Virginia Public Defender Supervised Internship, and Trial Advocacy: Criminal Defense Internship.

Based on all developed litigation expertise, I find myself able to advise that trial advocacy is the art of persuasion, the “composition of fact extraction, legal reasoning, strategic judgment, and persuasive speech, structured by the rules of professional responsibility, evidence, procedure and substantive law which in some way characterize the foundations of my litigation skills.

In addition, based on the developed litigation expertise, I am now able to assert or advise that cases are not won or lost merely by applying a particular principle of law or legal rule. Rather, these principles and rules become effective only in the hands of an advocate who supports them with a strong factual foundation and propounds them with persuasive argument. In all my trial work and through all my experience, I have come to one conclusion about successful trial work: “the ability to win a qualified cause in a trial or appellate advocacy depends on the will to prepare.” The harder we've worked on client cause, the easier we've been able to convince a judge.

In conclusion, I would like to emphasis more about the reason that drives my heart to seek full accreditation before BIA. I have seen and heard indigent clients who have been erroneously deported for the lack of

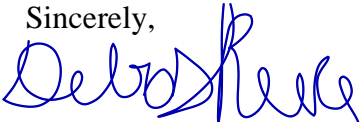
effective representations. Those indigents were not deported because they lacked removal relief, but they were deported because they did not have financial resources to hire the services of private attorneys. Pro Bono Attorneys help; however, they only assist based on a limited representation agreement and sometimes they even don't have sufficient specialized litigation skills required on a particular type of case to effectively assist indigent client. As known, litigation skill is extremely important in court proceedings and appellate advocacy. It never ceases to amaze me how creative and talented many of lawyers are at trying cases. At the same time, I've watched many trials on the sidelines watching through my fingers at how badly the lawyers have prepared. Television and the movies make us think there are a handful of gifted mouthpieces that can magically show up and enchant a judge or jury regardless of the facts. The most talented actor in the world can't prepare for a few hours then take the lead in a Broadway show. The most gifted athlete can't sit on the sofa all week then lead his team to a playoff win. Why would it be any different for an immigration lawyer born with the gift of advocating and defending the cause of powerless indigent people in immigration court with little or no preparation where the results truly matter? It most likely; here, where you can delve the reason why I am requesting for a full accreditation.

Edward-T Moises

2) **For Zora:**

- “Yes”, box on Form EOIR-31A was erroneously checked in response to the question of “whether the organization is currently recognized”. The correct answer to this box is “No”.

Sincerely,



Debra S. Reece
Chief Operating Officer (COO),
Orpe Human Rights Advocates