**Afghan Evacuee Pro Bono Project Logistics Memo**

**Catholic Charities of Eastern Oklahoma (CCEOK)**

**June 6, 2022**

**What Pro Bono Attorneys can expect from CCEOK & What CCEOK expects from Pro Bono Attorneys**

*Catholic Charities of Eastern Oklahoma (CCEOK)* will provide:

* Training resource for pro bono attorneys
* Knowledge resources on asylum & immigration law
* Mentors to answer questions on an ongoing basis
* Access to an interpreter
* Access to a limited number of volunteer drivers to provide transportation to attorney-client meetings for Afghan clients who can’t find other means of transportation

*Pro Bono Attorneys* will provide:

* Limited Scope Representation of Afghan clients (parties sign an engagement letter)
* Preparation of the I-589, Application for Asylum, with client declaration and evidence packet
* Filing of the asylum packet with United States Citizenship & Immigration Services (USCIS)
* Interview preparation for Afghan clients (either individually or in a workshop-like forum)

**Interpretation & Scheduling Meetings with Clients**

We have hired two full-time interpreters. One is based out of OKC and the other is Tulsa-based.

Our OKC-based interpreter, XXXXX, who was an interpreter for NATO in Afghanistan, has been working on this project since the beginning of January 2022. He has been doing interpretations via video conference.

Our Tulsa-based interpreter, YYYYY, who worked with the U.S. Embassy in Kabul, is starting work with us on Jan 1, 2022. He will be attending attorney-client meetings in person.

Pro bono attorneys can schedule an interpreter for their attorney-client meetings by using the Calendly scheduling tool found here:

XXXXX: https://calendly.com/XXXXX

YYYYY: https://calendly.com/YYYYY

Below are the steps to schedule the interpreter for a client meeting:

1. Click the link above to open up the Calendly site.
2. Select date and time on the calendar for which you need the interpreter’s services.
3. Enter your name and email.
4. Enter your client’s full name and CLIO case number, as well as the location of the meeting.
5. Click “Schedule Event”

*Note: only the dates and times that the interpreter is available will show up as options on Calendly.*

Once you schedule a date and time with the Interpreter, **s/*he will reach out to your client and inform them*** of the scheduled date and time and arrange for the client to show up at the designated location. In the event that your designated date and time absolutely does not work for the client, the Interpreter will reach back out to you to ask that you schedule a different time in Calendly.

**Transportation**

At this point, many of the clients have friends, neighbors, or sponsors that are able to give them rides. For those that absolutely have no other way of getting to client meetings, Catholic Charities has contracted with a nonprofit called Modus <https://www.modustulsa.org/> that is sort of an Uber for social services in Tulsa. When the interpreter communicates the meeting details to the client, he will also arrange for transportation through Modus as needed.

**Phone or Video Interpretation**

If, for whatever reason, a CCEOK interpreter is not available or you’d prefer to utilize an interpreter over the phone, Catholic Charities has a ***Telelanguage*** account that you can use. The information for accessing the account is below:

* Call: (XXX) XXX-XXXX
* Access Code: XXXXX
* Department Code: XXXX
* An operator will ask for your name and language needed and will connect you to an interpreter.

You can also download an app called ***Tarjimly*** <https://www.tarjim.ly/howitworks> to your phone and gain free access to humanitarian interpreters across the country.

**Document Translation**

Communicate your document translation needs to the interpreter during the meeting and send them the documents that you need translated, and they will use their best efforts to turn those documents around in a reasonable time. XXXXX’s email is XXXXX; YYYYY’s email is YYYYY.

Other potential sources for document translation are:

* Respond Crisis Translation: <https://respondcrisistranslation.org/>
* Telelanguage: <https://telelanguage.com/translation-services/>
* Babel: <https://babelint.com/>
* Pinpoint: <https://pinpointlanguage.com/>

**Case Management System**

We will be using CLIO <https://www.clio.com/> as our case management system for this project. It is the case management system that XXXXX Partner Agency is using to populate all the Afghan client information as they conduct the initial screenings. You will get an invitation to join/set up an account from the XXXXX Partner Agency.

All pro bono attorneys are expected to use CLIO as their case management system for the purposes of this project. If anything were to prevent an attorney from completing a case, we want to have all the relevant information in one location so that subsequent attorneys can easily pick up where previous attorneys left off.

Pro bono attorneys should be sure to upload the following to CLIO:

* Case notes summarizing each client meeting, theory of the case, and other relevant information
* Important and relevant data points (date of entry, one-year filing deadline, client contact information, etc.)
* All notices received from USCIS (receipt notice, biometrics notice, interview notice, etc.)
* Copy of completed asylum package submitted to USCIS
* Package shipping labels with tracking numbers for asylum submission
* Any other communications and documents filed with USCIS/government agencies

**Reporting Pro Bono Hours**

CCEOK is required to track, record, and report all volunteer hours. That means we will need each of you to report the hours you have worked on your clients’ case(s) to us on a monthly basis. You are welcome to use whatever tracking mechanism exists at your firm to your track hours and then, at the end of each month, CCEOK Pro Bono Coordinator XXXXX will reach out via email to request the total number of hours.

**Mentoring**

A mentor will be assigned to each grouping of attorneys. Mentors are experienced immigration attorneys, or retired attorneys, who have agreed to spend considerable time learning up on asylum law and working with CCEOK staff to provide guidance to pro bono attorneys. Pro Bono attorneys will be preferably grouped by law firm; if there aren’t enough attorneys from a particular firm to form a group, then multiple firms or individual attorneys will be grouped together. These groups will meet together with their mentor on a recurring basis to check-in on how cases are progressing and ask/answer pertinent questions. All pro bono attorneys are encouraged to attend, even if they don’t have any questions, as this time will be a valuable opportunity to learn from the questions and experiences of fellow attorneys.

**Additional Training**

VECINA, an immigrant rights advocacy group, has produced a wonderful, comprehensive and succinct course on affirmative asylum representation for Afghans. In the course, which provides short expert videos on all the relevant asylum topics, you will learn everything from where to send the paperwork, to how to craft a particular social group. To access the free course videos, just visit the link below and click “Enroll Now.”

Free Course: Representing Afghan Nationals in Affirmative Asylum Proceedings

<https://vecina.teachable.com/p/afghan-aslyum>

**Next Steps**

We will begin receiving pre-screened cases from XXXXX Partner Agency beginning this week and plan to begin assigning those cases soon afterward. They will likely come to us in batches of 20 cases at a time on a weekly or bi-weekly basis. We plan to assign the first 10 cases to attorneys at XXXXX Law Firm, and the second 10 cases to attorneys at YYYYY Law Firm. We will go down the list after that and assign cases to attorneys at the rest of the firms and orgs, until we make our way back to the top of the list to any remaining attorneys.

In addition to receiving your case assignment, you will receive an invitation from the XXXXX Partner Agency to join CLIO, the case management platform that will house all the case files.

Attorneys will be grouped into pods of approximately 10-15 and each pod will be assigned a mentor. Each mentor will be introduced to each group once cases have been assigned, at which point the mentor and the group will schedule recurring weekly or bi-weekly meetings with the whole group to answer questions and help problem-solve as the cases progress.

All attorneys will also have access to a Resource Bank, where we will store relevant files applicable to all asylum cases such as country condition reports, sample asylum applications, sample declarations, tips on gathering evidence, asylum curricular, etc., along with our Logistics Memo and link to schedule our Interpreter.

So to recap, the following are what you should expect to receive:

* Assignment of Asylum Case
* Invitation to CLIO
* Assignment of Mentor
* Access to Resource Bank
* Link to Logistics Memo and Interpreter’s schedule

If you have any questions, please contact CCEOK’s Pro Bono Coordinator, XXXXX, via email at XXXXX, or via phone at XXX-XXX-XXXX.