

Checklist for First-Time DOJ Recognition & Partial Accreditation:

- Get sufficient formal training in immigration law for staff members who are candidates for accreditation. Ensure that each candidate completes a formal training course that is designed to give new practitioners a solid overview of the fundamentals of immigration law and procedure, such as CLINIC's "Comprehensive Overview of Immigration Law." For more information on trainings, see CLINIC's webpage at: <https://cliniclegal.org/resources/recognition-and-accreditation/clinic-trainings-doj-accreditation>.
- Obtain practical, hands-on experience in immigration legal services for staff who are candidates for accreditation, under the supervision of an attorney or DOJ accredited representative.
- Arrange for technical legal support from an attorney, full DOJ accredited representative, or organization that provides this support, such as CLINIC. (For more information, see CLINIC's webpage at: <https://cliniclegal.org/find-legal-help/affiliates/subscription>.) Get a letter documenting this arrangement.
- Get 1-2 letters of recommendation for the agency's recognition.
- Get 2 letters of recommendation for each staff person applying for accreditation attesting to his/her knowledge, experience, character, and fitness. (Ideally, one of the letters should be from an immigration attorney or DOJ accredited representative.)
- Create fee schedule for immigration legal services and written fee waiver/reduction policy.
- Create budget with income and expenses for the immigration program.
- Create list of law library resources and purchase the necessary resources.
- Create organizational chart identifying names and titles of legal staff and supervisors at all locations.
- Re-format resumes for staff with focus on immigration knowledge and experience.
- Gather the following: 1) agency mission statement/purpose; 2) proof of federal tax exempt status such as IRS tax determination letter or proof of having applied for such status; 3) immigration training certificates and agendas; 4) resumes of any licensed attorneys on staff; and 5) list of membership dues charged, if any.
- Complete Form EOIR-31.
- Complete Form EOIR-31A for each staff person applying for accreditation.
- Organize and assemble the application packet.
- Mail original application to the Office of Legal Access Programs (OLAP).
- Mail one copy of the application to the local USCIS District Director.