



# CATHOLIC LEGAL IMMIGRATION NETWORK, INC.

Staff Orientation to Charitable  
Immigration Legal Services

# Introduction

This orientation guide provides essential information and resources for recently hired staff members who are new to the field of immigration law and charitable organizations that provide immigration legal services to low-income and vulnerable populations. The guide is intended to assist supervisors of new hires in the onboarding process and ultimately make new staff more effective advocates for immigrants. CLINIC hopes this guide will help staff members transition into their new roles more seamlessly and efficiently.



# A Nation of Immigrants



# A Nation of Immigrants

The United States is commonly known as a nation of immigrants, manifesting both tragic and successful immigration events and stories.

U.S. immigration history is complex. Anti-immigrant laws, racial injustice, and anti-immigrant attacks often run parallel to U.S. communities welcoming immigrants and implementing state or local laws favoring immigrant integration and entrepreneurship. As a legal advocate, it is imperative to be well-versed in history and understand how this information has shaped your perspective on immigration. It will also help you understand the various immigration policies and debates currently happening around the country and why they exist. In addition to knowing immigration laws and social histories of immigrants, advocates need to be versed in recent demographic trends on immigration, particularly those affecting the most vulnerable and under-served immigrant populations.



# A Nation of Immigrants

The following links will provide you with demographic information, historical information, and other research on immigration.

- [Timeline of significant dates](#)
- [“A Promise of Freedom: An Introduction to U.S. History and Civics for Immigrants” 12 minute film](#)
- [DHS Office of Immigration Statistics](#)
- [Pew Research Center Hispanic Trends](#)
- [Migration Policy Institute](#)
- [New American Economy Map the Impact of Immigrants in Your State or Locale](#)
- [Center for Migration Studies of New York \(CMS\)](#)



# Catholic Social Teaching on Migration



# Catholic Social Teaching on Migration

It is important for legal representatives to understand the core values of their work in order to be better advocates and be sustained through the challenging times of their work. A faith-based perspective is commonly shared among legal representatives. Catholic social teaching speaks on many justice issues, including migration. This teaching should be relevant to all faith groups, and people in general, as migration is a natural and inevitable part of being human.



# Catholic Social Teaching on Migration

Scripture in the Old and New Testaments refers to migrants and our duty to be hospitable to them. People on the move in the past and present are seen similarly to the Holy Family of Jesus, Mary and Joseph, who were migrants from Palestine to Egypt. We are also taught by scripture to see humans, migrants or not, as being made in the image of God. Knowing the underlying value of your work, faith-based or otherwise, will assist you to be a more effective advocate and help you educate the general public about the importance and necessity of migration.



# Catholic Social Teaching on Migration

The following links will help inform you about the teachings of the Catholic Church on migration and its position on this issue.

- [U.S. Conference of Catholic Bishops](#)
- [\*Strangers No Longer – Together on the Journey of Hope\*](#)
- [Migration and Refugee Services](#)
- [CLINIC's Catholic social teaching web resources](#)
- [\*And You Welcomed Me: Migration and Catholic Social Teaching\*](#)
- [Movie “Dying to Live”](#)
- [Justice for Immigrants](#)



# Charitable Programs



# Charitable Programs

There are numerous charitable organizations providing immigration legal services in the United States. Some offer a wide range of services to immigrants while others limit their scope of services to specific immigrant populations or benefits. Regardless, their common thread is their vision and mission to serve low-income immigrants, provide access to quality immigration legal services and help immigrants successfully integrate into their new communities. Specific client populations may include families; survivors of violence; refugees and asylees; unaccompanied minors at the border and detained immigrants.



# Charitable Programs

Immigration legal services to these populations may range from family-based petitions, naturalization, humanitarian visas and immigration court representation. Other services may include English as a Second Language and citizenship preparation classes, tax preparation, civic engagement, job-related trainings and entrepreneurship, to name a few.



# Charitable Programs

The following links will provide you with more information about the charitable organizations around the country and the services they provide to immigrants.

Who are they?

- [CLINIC Directory](#)
- [Immigration Advocates Network](#)
- [Catholic Charities USA](#)
- [Detention Watch Network](#)
- [Pro Bono Net](#)
- [American Immigration Council](#)
- [Fair Immigration Reform Movement](#)
- [United Farm Workers Foundation](#)



# Charitable Programs

The following links will provide you with more information about the charitable organizations around the country and the services they provide to immigrants.

Who are they?

- [National Human Trafficking Resource Center](#)
- [ASISTA](#)
- [U.S. Committee for Refugees and Immigrants](#)
- [National Immigrant Women's Advocacy Project \(NIWAP\)](#)
- [National Immigrant Justice Center](#)
- [National Immigration Law Center](#)
- [Northwest Immigrant Rights Project](#)

# Charitable Programs

The following links will provide you with more information about the charitable organizations around the country and the services they provide to immigrants.

## Immigrant Integration

- [CLINIC's Immigrant Integration Center](#)
- [Boston College School of Social Work's Immigrant Integration Lab](#)
- [National Partnership for New Americans](#)
- [National Association of Latino Elected Officials \(NALEO\)](#)
- [New Americans Campaign](#)
- [Grantmakers Concerned with Immigrants and Refugees \(GCIR\) Immigrant Integration Toolkit](#)

# The Practice of Immigration Law



# The Practice of Immigration Law

## *The Law*

Immigration law is complex and contains a myriad of statutes, regulations and policies. The effect may be confounding for the new practitioner, but knowing how and where to look for answers is important for representatives to keep up with the constant changes in immigration law.



# The Practice of Immigration Law

## *The Law*

The provisions enacted by Congress are codified in the Immigration and Nationality Act, or INA, and interpreted and implemented in 8 Code of Federal Regulations, 8 CFR, the primary sources of immigration law. U.S. Citizenship and Immigration Services, USCIS has policies on implementing specific areas of immigration law, as do other federal agencies administering in this area. When new policies and regulations are introduced, they are expected to be posted in the Federal Register for the general public to provide comments before the actual policy or regulation takes effect. In addition, there are numerous secondary sources that help practitioners understand and interpret the law. As a practitioner, it is important to consult multiple sources for accuracy and clarity.



# The Practice of Immigration Law

The links listed are legal resources immigration practitioners should use.

- Immigration and Nationality Act & 8 Code of Federal Regulations
  - [INA](#)
  - [8 CFR](#)
- [Glossary](#)
- [USCIS Policy Manual](#)
- [USCIS Adjudicator's Field Manual](#)
- [Federal Register Announcements](#)
- [Kurzban's Immigration Law Sourcebook](#)
- [Department of State Foreign Affairs Manual](#)
- [EOIR Virtual Law Library](#)



# The Practice of Immigration Law

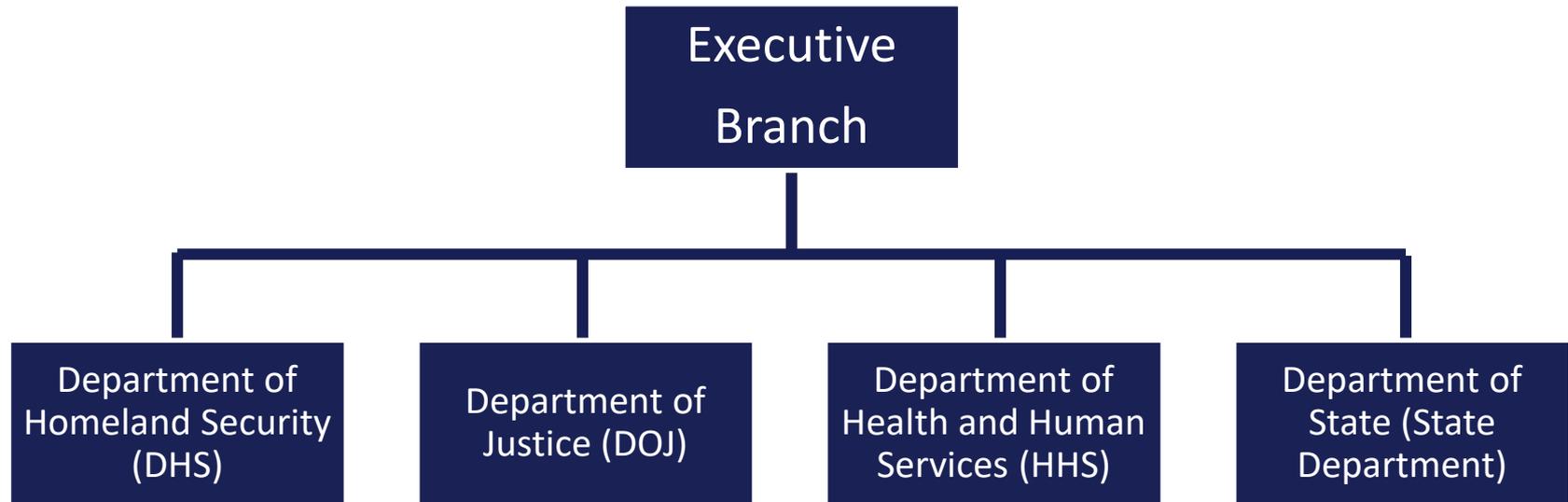
## *U.S. Government Systems*

Multiple federal government agencies are responsible for implementing and enforcing immigration law. It is important to know which agencies are involved with the processing of a client's application or services requested, the functions of these agencies and their roles and responsibilities, as well as how agencies intersect with one another when administering immigration law.



# The Practice of Immigration Law

*U.S. Government Systems*



Department of  
Homeland  
Security (DHS)

U.S. Citizenship  
and Immigration  
Services (USCIS)

Adjudicates affirmative  
petitions for immigration  
benefits.

Customs and  
Border Protection  
(CBP)

Works to secure  
U.S. border.

Immigration and  
Customs  
Enforcement (ICE)

Enforces federal laws on  
border control, customs,  
trade and immigration.



Department of  
Justice (DOJ)

Executive Office for Immigration Review (EOIR)

Adjudicates immigration cases by interpreting and administering immigration laws.

Office of the Chief Immigration Judge (OCIJ)

Federal agency for which all immigration judges work.

Board of Immigration Appeals (BIA)

Appeals branch of EOIR.

Office of Legal Access Programs (OLAP)

In charge of federal immigration legal access programs, including the Recognition and Accreditation Program.



Department of  
Health and  
Human Services  
(HHS)

Administration for Children and Families (ACF)

Promotes the economic and social well-being of families, children, individuals  
and communities.

Office of Refugee Resettlement (ORR)

Deals with refugee resettlement and custody of unaccompanied alien children.



Department of  
State (State  
Department)

Bureau of Consular Affairs

Administers visas for those seeking to enter the U.S. as residents, visitors, students, etc. Includes the National Visa Center in Portsmouth, NH and the U.S. consulates abroad.



# The Practice of Immigration Law

Below are links for federal agencies administering immigration law.

- [Department of Homeland Security](#)
- [U.S. Citizenship and Immigration Services](#)
- [Immigration and Customs Enforcement](#)
- [Customs and Border Protection](#)
- [U.S. Department of State](#)
- [Executive Office for Immigration Review \(Courts\)](#)
- [Board of Immigration Appeals Practice Manual](#)
- [Office of Refugee Resettlement/Department of Health and Human Services](#)



# The Practice of Immigration Law

*Authorization to Practice Immigration Law,  
Competency, and Ethics*

Staff working in charitable immigration legal programs may be comprised of attorneys licensed to practice law by their state bar or non-attorneys authorized to practice immigration law by the Department of Justice, Office of Legal Access Programs. Authorized immigration practitioners are required to adhere to ethical standards to ensure the quality of immigration legal services provided. Knowing and adhering to ethical standards in addition to maintaining competency requires frequent and ongoing training.



# The Practice of Immigration Law

Below are resources on who can and cannot practice immigration law, sources of ethical standards and some providers of immigration law training.

## Who Can Practice Immigration Law at Nonprofits?

- [DOJ EOIR Office of Legal Access Programs \(OLAP\) Recognition and Accreditation \(R&A\) Program](#)
- [American Immigration Lawyers Association](#)
- [American Bar Association](#)
- [U.S. Legal Aid Assistance](#)
- [DOJ R&A Toolkit and Step-by-Step Guide](#)



# The Practice of Immigration Law

Below are resources on who can and cannot practice immigration law, sources of ethical standards and some providers of immigration law training.

## Who Cannot Practice Immigration Law at Any Time?

- [“Avoid Scams” USCIS Campaign](#)
- [Federal Trade Commission](#)
- [Unauthorized Practice of Immigration Law \(UPIL\)](#)

# The Practice of Immigration Law

Below are resources on who can and cannot practice immigration law, sources of ethical standards and some providers of immigration law training.

## Ethics

- [American Bar Association Model Rules of Professional Conduct](#)
- [Other Legal Ethics and Professional Responsibility Pages](#)
- [EOIR Fact Sheet on Professional Conduct Rules for Attorneys and Accredited Representatives](#)

# The Practice of Immigration Law

Below are resources on who can and cannot practice immigration law, sources of ethical standards and some providers of immigration law training.

## Immigration Trainings

- [CLINIC](#)
- [Immigration Advocates Network](#)
- [World Relief](#)
- [Immigrant Legal Resource Center](#)

# Advocacy



# Advocacy

Advocacy with and on behalf of immigrants takes many forms.

Legal representation is a form of advocacy. Other forms of advocacy may include administrative and legislative policy, state and local laws, and policies on immigrant integration. Many reputable organizations advocate on behalf of, and with, immigrants on a national level.



# Advocacy

These are links to some national immigrant advocates.

- [Catholic Legal Immigration Network, Inc. \(CLINIC\)](#)
- [UnidosUS](#)
- [American Civil Liberties Union](#) (Know Your Rights)
- [National Lawyers Guild](#)
- [American Immigration Council](#)
- [National Immigration Law Center](#)
- [The Advocates for Human Rights](#)
- [The American Federation of Labor and Congress of Industrial Organizations \(AFL-CIO\)](#)





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