



CATHOLIC LEGAL  
IMMIGRATION  
NETWORK, INC.

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# Agenda/Schedule

<b>Immigration Practice Skills Course Units and Topics</b>	<b>Webinar Dates</b> All webinars take place on Thursdays from 2-3:30 p.m. ET
<b>Unit 1: Intake, Interviewing and Entering into an Agreement</b>	<b>Oct. 13</b>
<b>Unit 2: Case Initiation and Evidentiary Development</b>	<b>Oct. 20</b>
<b>Unit 3: Legal Research – Primary and Secondary Sources</b>	<b>Oct. 27</b>
<b>Unit 4: Advocating for Your Client: Written Communication</b>	<b>Nov. 3</b>
<b>Unit 5 Advocacy for Your Client: Oral Communication and When You've Hit a Wall</b>	<b>Nov. 10</b>
<b>Unit 6: Ethical Challenges and Conflicts of Interest</b>	<b>Nov. 17</b>
<b>Important Dates</b>	
<b>Course Opens</b>	<b>Oct. 6</b>
<b>First Webinar</b>	<b>Oct. 13</b>
<b>Final Webinar</b>	<b>Nov. 17</b>

**Course Completion Deadline: View all webinars and submit all exercises by 6 p.m. ET on Thursday, Dec. 1, 2022.**



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## Immigration Practice Skills Course Outline

### **Unit 1: Intake, Interviewing and Entering into an Agreement**

We will review best practices for initiating representation, including how to assess the case for potential relief, conduct an effective interview, and build rapport with the client. We will then look at the important ethical considerations at the start of a case and steps to take in deciding whether to accept the client and what service(s) to render. Finally, we will discuss formalizing the relationship with the client.

### **Unit 2: Case Initiation and Evidentiary Development**

The instructors will walk participants through what information or evidence is necessary to successfully develop the record for a case and how to obtain that information. We will look at examples of obtaining information and evidence about a client's: (1) biographical and family history; (2) immigration and criminal histories; (3) potential eligibility for humanitarian relief; and (4) previous or current receipt of public benefits.

### **Unit 3: Legal Research – Primary and Secondary Sources**

We will dive into legal research, looking at both primary and secondary sources and how each source can be helpful in a client's case. After reviewing examples of primary and secondary sources, we will walk participants through strategies to locate some of these sources and how to properly review and cite them.

### **Unit 4: Advocating for Your Client: Written Communication**

Week four will give participants a look at effective legal writing in an immigration case. The instructors will review common forms of legal writing, including declarations, cover letters, motions, appeals, and petitions for review. We will then look at best practices for success in legal writing, including outlining, prioritizing the issues, simplifying, and using one's own style. Finally, we will go through some specific examples of legal writing and break them down to better understand their structure.

### **Unit 5: Advocacy for Your Client: Oral Communication and When You've Hit a Wall**

We will first look at strategies for successful oral advocacy during USCIS interviews, as well as preparing clients for interviews and oral testimony. Next, we will review what practitioners can do when they have hit a wall with an agency and the case is not progressing. After looking at examples of when things might get "stuck" with USCIS, DOS, ICE, or EOIR, we will then look at strategies advocates can employ to effectively communicate with these agencies and ensure cases progress to successful resolutions.

### **Unit 6: Ethical Challenges and Conflicts of Interest**

In the final week of the course, we will review the ethical obligations a representative has to current and former clients and how those obligations may lead to conflicts of interest. We will discuss the practical steps a practitioner can take to ensure that clients are informed of practitioners' ethical duties and to avoid actual conflicts of interest. We will then review best practices in closing a case to avoid any future ethical problems with a former client.