

Appendix A: Detailed Immigrant Victim Remote Representation Project Timeline: California Pilot
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June 19, 2020

- The National Immigrant Women’s Advocacy Project (NIWAP) and the California Coalition Against Sexual Assault (CALCASA) developed training materials and screening materials for the victim advocates.
- NIWAP compiled web library of laws, regulations, best practice manuals, webinars, and online learning modules for Violence Against Women Act (VAWA) Self-Petition and U visa immigration remedies.
- Kick off training for victim advocacy programs and pro bono attorneys.
- Pro bono attorneys could attend either the in-person kick off training or take the on-line course developed in collaboration with One Justice.
- Victim advocates working at rape crisis, domestic violence and victim services programs identify and screen eligible immigrant victims, using a detailed intake sheet. Intake sheet is sent to NIWAP and NIWAP immigration attorney reviews the intake, eligibility and red flags complex immigration issues.
- Simultaneously, victim advocate assists the victim in collecting documents: e.g., birth certificates, passports, police or court reports, and FBI background check in preparation of case filing.
- Victim advocate and NIWAP attorney develop a summary of case for placement at the law firm.
- Victim advocates have monthly meeting with NIWAP and state advocate leads at CALCASA to discuss updates, challenges and successes.
- Victim advocates also schedule meetings with NIWAP as needed to discuss individual cases.
- NIWAP attorney and victim advocate meet to development a unique checklist of evidence for a particular client to gather evidence for the immigration remedy the victim will be seeking. In U visa cases, victim advocate and NIWAP attorney discuss options and a strategy for obtaining the U visa certification.
- At the same time NIWAP circulates cases summaries describing the cases that need placement with pro bono attorneys at partner law firms.
- Law firm accepts the case, conducts conflict checks and drafts engagement letter to be signed by the client, the firm, NIWAP, and the victim advocate who will be the case investigator.
- NIWAP’s attorney sends an introductory email to the pro bono attorney which includes resources, training materials and a copy of the case materials that have been collected to date. NIWAP sets up a kick off meeting with the pro bono attorney that is held after the engagement letter is signed.
- The pro bono attorneys, victim advocate and NIWAP attorney hold a kick off meeting at which case strategy is discussed and the evidence collection list is reviewed and updated with further instructions for the victim advocate.
- Victim advocate provides support to victim with interpretation, evidence collection, U visa certification, and obtaining the victim declaration development in a trauma informed manner. Victim advocate also reviews and obtaining signatures for immigration forms. Attorney meets virtually with the victim advocate throughout the case. Attorney decides whether a virtual meeting with the client is needed or desired to review the application and whether the attorney would like the victim advocate to attend the meeting for support and to interpret.
- NIWAP attorney available to mentor, review, and/or provide support to the attorney and/or the victim advocate as needed throughout the case process.
- Case is filed by the attorney, the attorney enters their appearance, the advocate is listed as assisting on the application, and all mailings from USCIS are sent to both victim advocate and attorney.
- Participating law firms: Crowell and Moring, DLA Piper, K & L Gates, Winston and Strawn.
- Participating victim advocates: Monarch Services/Servicios Monarcha, Madera County Community Action Agency, and Lideres Campesinas.

National Immigrant Women’s Advocacy Project (NIWAP, pronounced *new-app*)

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