



AMERICAN
IMMIGRATION
LAWYERS
ASSOCIATION



Asylum
Online Course

Checklist for Merits/Individual Hearing Submission

Transmittal Letter

- Have you prepared a transmittal letter directed to the Immigration Judge assigned to the case?
- Does the letter list all filings you are making? (document submission, briefs, motions, witness list, etc.)
- Did you include your client's name, A# and hearing date in the cover letter?

Evidentiary Submission

- Did you include a cover page that conforms to the template in the Immigration Court Practice Manual and includes the date of the merits hearing?
- Did you include an index?
- Is your client's name spelled correctly and is the A number correct?
 - On the cover page?
 - On the index?
- Is the submission highlighted? (Use orange highlighter, it copies best) And does the service copy and any other copies (*e.g.*, for your files) show highlighting?
- Did you number all the pages, consecutively? (Bottom, center of page, through to the bottom of the last page (proof of service))?
- Does the index include final page numbers and tabs?
- Are the tabs on the side of the submission?
- Did you include a completed and signed proof of service page as the very last page?
 - Is the client's name spelled correctly?
 - Is the A number correctly listed?
 - If multiple packets submitted, does the proof of service indicate exactly which documents are included, by title and tabs, at the very back of each packet?
 - Have you specified the means of service (*e.g.*, overnight or certified mail or in person) and included the date of mailing?



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Other

(All additional submissions must have a separate cover page and proof of service)

- Have you prepared a witness list with cover page and proof of service?
- Have you prepared a Motion for Telephonic Testimony or Motion for Telephonic Appearance, if necessary, with cover page and proof of service? Does it include a Proposed Order?
- Have you prepared a motion regarding interpretation, if necessary, with cover page and proof of service? Does it include a Proposed Order?
- If you are filing a brief, is it prepared for submission with cover page and proof of service?
- If you have an application or amended application to file, is it prepared? Does it include a cover page and proof of service?

Final Assembly and Submission

- Do you have the original signed documents ready for submission to the Court for hard copy submission? Or do you have a scanned version of the entire submission for filing by ECAS?
- Did you include original affidavits and letters in the submission for the Court, where possible, for hard copy submission? **DO NOT SUBMIT ORIGINALS OF IDENTITY DOCUMENTS SUCH AS PASSPORTS OR BIRTH CERTIFICATES TO THE COURT OR TO DHS (Keep an originals file to take with you the day of the merits hearing)**
- Did you two-hole punch all documents at the top for hard copy submissions?
- Did you fasten each submission with a black binder clip or staple for hard copy submission?
- For hard copy submissions, did you make copies for:
 - The court files for each Respondent (except the main evidentiary submission in consolidated cases)?
 - The government attorney?
- Did you save hard copies and digital copies of each submission for your records?
- Do you have a hard copy of the entire submission to provide to your client?