

**2012 SCREENING SCHEDULE OF THE
IMMIGRATION REPRESENTATION PROJECT (“IRP”)
&
ASYLUM REPRESENTATION PROJECT (“ARP”)**

Screening is at 26 Federal Plaza, 12th Floor
Pro Bono Room, Room 1207, from 9am-12pm

	Tuesday	Wednesday	Thursday	Friday
January	17	18	19	20
	----- 24 (ARP - Asylum only)			
February	14	15	16	17
	----- 21 (ARP - Asylum only)			
March	13	14	15	16
	----- 20 (ARP - Asylum only)			
April	17	18	19	20
	----- 24 (ARP - Asylum only)			
May	15	16	17	18
	----- 22 (ARP - Asylum only)			
June	19	20	21	22
	----- 26 (ARP - Asylum only)			
July	17	18	19	20
	----- 24 (ARP - Asylum only)			
August	14	15	16	17
	----- 21 (ARP - Asylum only)			
September	11	12	13	14
	----- 18 (ARP - Asylum only)			
October	16	17	18	19
	----- 23 (ARP - Asylum only)			
November	6	7	8	9
	----- 13 (ARP - Asylum only)			
December	11	12	13	14
	----- 18 (ARP - Asylum only)			

IMMIGRATION REPRESENTATION PROJECT & ASYLUM REPRESENTATION PROJECT

What are the Immigration Representation Project and Asylum Representation Project?

The Immigration Representation Project (IRP) is comprised of The Legal Aid Society, Human Rights First, Catholic Charities of the Archdiocese of New York and the Hebrew Immigrant Aid Society. The Asylum Representation Project (ARP) is handled by Human Rights First. Both projects provide case consultations and direct legal representation to unrepresented low-income non-citizen residents of New York City and surrounding counties in removal proceedings at the immigration courts located at 26 Federal Plaza and 201 Varick Street. Neither IRP nor ARP is affiliated with any branch of the U.S. government including the Department of Justice (DOJ) and the Department of Homeland Security (DHS).

How is ARP Different from IRP?

ARP provides an additional screening day that is similar to the IRP screening, but focused specifically on matching asylum-seekers with pro bono counsel. ARP screenings will take place in the same location as IRP screenings on the Tuesday following the IRP screening week.

What is the Intake Process for the IRP and ARP?

IRP: The IRP partners screen cases for possible representation one week each month at 26 Federal Plaza, on the 12th Floor, Room 1207 (see calendar on reverse side). Applicants are required to complete a multi-page questionnaire in English, French or Spanish. Applicants whose cases are accepted for further review will be contacted within three (3) weeks for a follow-up appointment at the offices of one of the participating organizations. Applicants who do not hear from us within eight (8) weeks can return to IRP. If it is clear that the IRP Project will not be able to assist an applicant for whatever reason, the person will be given an “inability to assist” letter and advised to seek other representation.

ARP: Human Rights First will screen cases for possible representation one day each month at the same location (see calendar on reverse side). Applicants will complete the same questionnaire described above and those whose asylum cases are accepted for further review will be contacted within three (3) weeks for a follow-up appointment at Human Rights First. The remaining procedures described above will apply to ARP. Those with potential asylum cases can come to either IRP or ARP.

Who is Eligible for Representation?

- ▶ Persons without lawyers who have cases before the New York Immigration Courts at 26 Federal Plaza or 201 Varick Street;
- ▶ Persons with household incomes at or below 125%-200% of the Federal Poverty Guidelines.

What Should I Bring to my Intake Screening?

Applicants should bring the following items to the intake screening:

- Court Hearing Notice(s);
- Notice to Appear (NTA) (If you do not have your NTA, you should ask the judge’s clerk for a copy);
- All immigration applications and decisions;
- Asylum statements;
- Certificates of Disposition for all criminal arrests and convictions;
- Any other relevant documentation that applies to your case.

APPLICANTS IN REMOVAL PROCEEDINGS, WHO ARE REPRESENTED OR UNREPRESENTED, ARE REQUIRED TO ATTEND ALL COURT HEARINGS AND PROCEEDINGS.

IF YOU DO NOT APPEAR IN COURT FOR YOUR HEARING, THE IMMIGRATION JUDGE WILL ORDER YOUR DEPORTATION.