

Sample script for review of immigration documents during intake (English/Spanish)
IRC Welcome Center

Legal Process Review: We would like to explain to you some of the next steps in the legal process. In your documentation, you have information about your first appointment with immigration. You will likely have several appointments. We would like to explain to you three things: 1) The immigration process, 2) the legal process in court, and 3) we will give you information to contact local organizations that can help you.

- **ICE Check-In** Please use immigration release paperwork to show them their scheduled check-in date.
 - Here in your documents, you can find the date for your first appointment with immigration. It is very important to attend all your appointments with immigration. The purpose is to monitor your stay in the United States while your case is pending in court. If you do not attend your appointment, immigration may try to detain you again in a detention facility. If you do not show up to an appointment, it is important to call or to go immediately to the ICE office to explain why you did not show up.
 - Check all that apply:
 - ICE check-in reviewed, address and date highlighted
 - ICE check-in is in WRONG city or state
 - ICE check-in is less than 10 days from release date

- **Immigration Court Date** Some families will not have a Notice to Appear (NTA), but they will be given a court date in the future so it is still important to review this section.
 - If you do not have a court date yet, immigration will give you one in the future. It is very important to show up to the immigration court. You will have many hearings in court. The judge will examine your case to determine if you can remain legally in the United States or if you have to return to your country. If you do not show up to the court, the judge will likely order your deportation for not having attended the hearing. To verify your court date, you can call the immigration court line. The number is 1- 800-898-7180. It is recommended to call once per week to the 800-line to double-check your court time and date.
 - Check all that apply:
 - No NTA - court number reviewed
 - Client has NTA, court date and time highlighted
 - Client has NTA but does NOT have court date or location assigned

- **Destination Referral** For some clients, we have resource sheets prepared to help them seek services in their sponsor's cities. For other clients, we do not yet have a referral sheet available.
 - When you arrive in your new city, it is important to consult with an attorney. There are also organizations that offer different services to support immigrants, for example, help you find a doctor or help you with school enrollment.
 - Check all that apply:

- Referral given to IRC office in Dallas, TX; Phoenix, AZ; Tucson, AZ; San Diego, CA; New York City, NY or New Jersey (statewide).
 - Referral info provided for other destination- "Le vamos a dar una lista de grupos en la ciudad donde va que ofrecen servicios gratuitos."
 - No referral information is available for destination.
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Legal Process Review:

Nos gustaría explicarle algunos de los siguientes pasos en el proceso legal. En su documentación, tiene información sobre su primera cita con inmigración. Probablemente tendrá varias de estas citas. Le vamos a explicar 3 cosas: 1) el proceso con inmigración, 2) el proceso legal en la corte, y 3) le vamos a dar información para contactar organizaciones en el lugar a donde usted irá que le pueden ayudar.

- **ICE Check-In** → Please use immigration release paperwork to show them their scheduled check-in date.
 - Aquí en sus papeles está indicada la fecha de su primera cita con inmigración. Es muy importante asistir a todas sus citas con inmigración. El propósito es monitorear su estancia en los Estados Unidos mientras su caso está pendiente en la corte. Si usted no se presenta a la cita, es posible que inmigración trate de detenerlo nuevamente en un centro de detención. Si no asiste a una cita, es importante que llame o se presente de inmediato a la oficina de ICE para explicar porque no se presentó.
 - Check all that apply:
 - ICE check-in reviewed, address and date highlighted
 - ICE check-in is in WRONG city or state
 - ICE check-in is less than 10 days from release date

- **Immigration Court Date** → Some families will not have a Notice to Appear (NTA), but they will be given a court date in the future so it is still important to review this section.
 - Si todavía no tiene una fecha con la corte, inmigración le dará una en el futuro. Es muy importante presentarse en la corte de inmigración. Va a tener varias audiencias en la corte. El juez va a revisar su caso para determinar si usted podrá quedarse legalmente en los Estados Unidos, o si tendrá que regresar a su país. Si usted no se presenta en la corte, es muy probable que el juez ordene su deportación por no haberse presentado a la audiencia. Para verificar su fecha en la corte, puede llamar a la línea de la corte de inmigración. El número es: 1- 800-898-7180. Es recomendable llamar una vez por semana a la línea 800 para verificar la fecha y el horario de su cita en la corte.
 - Check all that apply:
 - No NTA - court number reviewed
 - Client has NTA, court date and time highlighted
 - Client has NTA but does NOT have court date or location assigned.

- **Destination Referral** → For some clients, we have resource sheets prepared to help them seek services in their sponsor's cities. For other clients, we do not yet have a referral sheet available.

- Cuando llegue a su nueva ciudad, es importante consultar con un abogado. Además, hay organizaciones que ofrecen varios servicios para apoyar a inmigrantes, por ejemplo ayudarle a encontrar un médico o ayudarle con la inscripción a la escuela.
- Check all that apply:
 - Referral given to IRC office in Dallas, TX; Phoenix, AZ; Tucson, AZ; San Diego, CA; New York City, NY or New Jersey (statewide).
 - Referral info provided for other destination- "Le vamos a dar una lista de grupos en la ciudad donde va que ofrecen servicios gratuitos."
 - No referral information is available for destination