APPENDIX A: INITIAL IMMIGRATION INTAKE FLOWCHART

1. Where were you born?

- United States → **No Immigration Assessment Needed**
- Outside of the U.S.
- I don't know

2. What is your current immigration status?

- U.S. citizen (naturalized or derived from parents) → **No Immigration Assessment Needed**
- Other / I don't know

3. Do you have...

- a pending application with immigration?
- plans to file an application with immigration in the next 6 months?
- an open criminal case in any court?
- a pending case in immigration court or an appointment to go to immigration court in the future?
- a requirement to report to ICE or CBP in the future?
- plans to travel outside of the U.S.?

YES to ANY of these questions → **Immigration Assessment Urgently Needed**

NO to ALL of these questions → **Immigration Assessment Needed But Not Urgent**

No Immigration Assessment Needed

- Family Court adjudications do not impact most immigration options for this client.
- See overview and full intake form for ways to confirm whether conduct alleged affects the client's citizenship status.

Immigration Assessment Urgently Needed

- Client's immigration status is likely to be impacted by Family Court case concurrently or in the near future.
- Family Court counsel should seek advice from criminal attorney and immigration attorney before upcoming criminal or immigration court dates, deadlines, or appointments.
- Schedule follow-up immigration intake with client as soon as practicable to gather more details to assist with immigration advice.
- Immigration advice should be provided to client throughout Family Court proceeding as relevant to upcoming criminal or immigration court dates, deadlines, and appointments.
- Provide warnings and handouts to client for relevant issues ("yes" answers to question 3) flagged during intake.

Immigration Assessment Needed But Not Urgent

- Client's immigration status should factor into long-term strategy
- Immigration advice is necessary before Family Court disposition.
- Schedule full immigration intake with client and coordinate with immigration attorney to give immigration advice before Family Court disposition.
- Advise client that you will discuss immigration issues in more detail in a future meeting. Instruct client to let you know if any immigration issues come up for them during the case.

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