**Weekly Office Hours Agenda**

**Every Wednesday 2:30 PM - 4:00 PM CST**

*This document serves as a rolling agenda where volunteers can enter case questions to be addressed by The Advocates for Human Rights during our weekly office hours.*

Recurring Zoom Link: <https://us06web.zoom.us/j/88985191872?pwd=Z0xuRXE1ZjdKU0VBRjdXTGphek1vdz09>

Meeting ID: 889 8519 1872 **|** Passcode: 934682

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| Guidelines |

* Weekly Office Hours are open to all volunteers.
* Questions will be answered on a first come-first-serve basis.
* Volunteer attorneys and paralegals are welcome to attend regardless if you have a specific question. This is a great opportunity to learn from your colleagues!
* Please enter your questions under the corresponding date, using the format:
  + **“Question? [First Name Last Name]”**
  + *Please refrain from including your client’s name or other identifying information in your case question.*

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| Wednesday, August 17 - |

* **Weekly Training Topic(s): Open Forum**
* **Case Questions:**
  + Question? [First Name Last Name]

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| Wednesday, August 10 – Asylum Office Briefs |

* **Weekly Training Topic(s):** [**Asylum Office Briefs**](https://www.dropbox.com/sh/5focvkqqdtokpgi/AACXDzr0irSkViMhcN9YA8o5a?dl=0)
* **Case Questions:**
  + Question? [First Name Last Name]

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| Wednesday, August 3 – Online Asylum Filing |

* **Weekly Training Topic(s):** [**Online Asylum Filing**](https://www.dropbox.com/sh/sgu7j43d97w0rjd/AADAVLRJ3nIlGVpvA_SH5A1ba?dl=0)
  + Getting set up
  + Limitations with online filings
* **Case Questions:**
  + Question? [First Name Last Name]

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| Wednesday, July 27 - Preparing for an Asylum Interview |

* **Weekly Training Topic(s):** [**Preparing for an Asylum Interview**](https://www.dropbox.com/sh/m6bpibmnwidevkd/AADdWTN-YJIkRw-5Z68kOQvpa?dl=0)
  + What to expect
  + How to prepare your client
* **Case Questions:**
  + Question? [First Name Last Name]

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| Wednesday, July 20 - Security Bars: TRIG and Persecutor |

* **Weekly Training Topic(s):** [**Security Bars: TRIG and Persecutor**](https://www.dropbox.com/sh/fiw22331tfnii93/AAAVxGeVS3-dKliRjh4612rpa?dl=0)
  + Structure & burdens of proof
  + Declaration best practice
  + What to watch out for in interviews
  + Arguments for exceptions and/or exemptions
* **Case Questions:**
  + Question? [First Name Last Name]

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| Wednesday, July 13 – Nuts and Bolts of Asylum Filings |

* **Weekly Training Topic(s):** [**Nuts and Bolts of Asylum Filings**](https://www.dropbox.com/sh/cjw1w75qfbnl847/AAA6h80sIZckTRHXzuyghWdPa?dl=0)
  + G-28s
  + I-589 best practices
  + Organizing Table of Exhibits
  + Paper-Filing and E-Filing
* **Case Questions:**
  + Question? [First Name Last Name]

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| Wednesday, July 6 - Establishing a Viable PSG, and Considering Alternatives |

* **Weekly Training Topic(s):** [**Establishing a Viable PSG, and Considering Alternatives**](https://www.dropbox.com/sh/9qjqj297w9px2xo/AADA8V8oyg3AM--mOTqiGw60a?dl=0)
  + The overall standard (3+1 elements)
  + Types of cases:
    - Family-Based
    - Gender-Based
    - Former-employment-based
  + Burden of ‘exact delineation’—on applicant
  + When other grounds are an alternative (esp. political opinion/religion)
* **Case Questions:**
  + Question? [First Name Last Name]

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| Wednesday, June 29 – Persecution and Nexus |

* **Weekly Training Topic(s):** [**Persecution and Nexus**](https://www.dropbox.com/sh/1vqe3s3qf5ctqqb/AABYcNiGvFAAIESK4Bbmt56va?dl=0)
  + “Persecution”- Which harms count, and which don’t
    - How to document past persecution
    - How to document Well-founded fear of future persecution
  + Nexus: the protected ground must be “At least one central reason” for harm.
    - How to document
    - “Mixed motives” analysis
* **Case Questions:**
  + Question? [First Name Last Name]

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| Wednesday, June 22 - Affidavit Drafting |

* **Weekly Training Topic(s):** [**Affidavit Drafting**](https://www.dropbox.com/sh/xntryyadwhpxw6e/AAAZbM4FpR3qYu87IAs7QeTGa?dl=0)
  + Principal Applicant Declarations
  + Corroborating Declarations
  + Expert Declarations
* **Case Questions:** 
  + Question? [First Name Last Name]

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| Wednesday, June 15 - Navigating Client Trauma & Overview of Filing |

* **Weekly Training Topic(s):** 
  + **Navigating trauma while working with clients**
    - Many of our clients have experienced some form of trauma, whether it be years before the evacuation, the evacuation itself, or the relocation process to the United States (or all of the above)
      * If a client mentions surviving or witnessing *domestic violence*, please alert Zack Albun, as it may influence what immigration relief the client may be eligible for
  + **What a finalized asylum application looks like**
    - G-28 Notice of Appearance of Attorney
    - I-589 Application for Asylum and for Withholding of Removal
      * Do not leave a box unfilled
        + Type in “N/A” for any unused box (despite sometimes being unable to type it in on a downloaded form, make sure it is there!)
    - Supporting Documentation
      * Burden of proving client’s identity
        + EAD, work permit
        + I-94 entry document
        + Taskera, Afghan ID
        + Every page of passport
      * Country Conditions and Expert Declarations
        + If counsel notices the client has difficulty recalling events/similar issues, an expert psychological evaluation for PTSD or anxiety may be beneficial for the case’s supporting documentation
    - Certificate of Translation

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| Wednesday, June 8 - Introductions |

* **Introductions**
  + Zack Albun, Staff Attorney ([zalbun@advrights.org](mailto:zalbun@advrights.org))
  + Katherine Veldhuizen, Program Coordinator ([kveldhuizen@advrights.org](mailto:kveldhuizen@advrights.org))
  + Kristin Gill, Program Assistant ([kgill@advrights.org](mailto:kgill@advrights.org))