

*AILA's FOIA Toolbox: A Practical Guide to Obtaining Records for Immigration Cases through FOIA and Other Document Requests*

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### CAVEAT

The sample documents in *AILA's FOIA Toolbox* are just samples. Read each one *carefully* and adapt it to meet your specific needs. Government agency forms are current as of the date of publication, but forms are frequently revised. Always check the agency website for the latest forms, instructions, filing fees, and filing addresses.

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