

## PREFACE AND CAVEATS

Immigration law is intricate, constantly evolving, and profoundly impactful, shaping the lives of those seeking to visit, work, live, or reunite with loved ones in the United States. Immigration paralegals play a vital role on the front lines of this ever-changing landscape, contributing significantly to the success of a law firm's team.

The level of a paralegal's involvement in client work can vary greatly from firm to firm. For example, at some firms, paralegals may focus on tasks such as drafting Form ETA-9141 and ETA Form 9089 and organizing supporting documents for PERM cases. At other firms, paralegals are deeply involved in assisting the attorneys at every stage of the process, such as brainstorming the job descriptions and minimum requirements, researching prevailing wages and job codes, and preparing the PERM audit file. Regardless of the firm's approach, this *Guide* is designed to equip the paralegal with a clear, practical foundation of essential immigration law topics. It serves as both an introduction to key immigration topics and a daily reference tool to help immigration paralegals provide more effective assistance to their supervising attorneys.

The authors who graciously contributed their expertise to this project have also provided a selection of sample supporting materials that guide the paralegal in helping to prepare a wide variety of applications and petitions encountered in immigration law practice.

Topics covered by this updated fourth edition of *AILA Guide to Immigration Law for Paralegals* include:

- Nonimmigrant visas for employment, education, investment, training, and pleasure;
  - Employment-based immigrant visas;
  - Family-based immigrant visas;
  - Fiancé(e) visas;
  - Asylum;
  - Removal;
  - Citizenship and naturalization;
- and more!

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Sarah Redzic  
Managing Editor  
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***Caveat:*** To avoid engaging in the unauthorized practice of law, *AILA's Guide to Immigration Law for Paralegals* should be used only by a paralegal who is working under the supervision of an attorney.

***Caveat:*** The sample documents and materials in this *Guide* are just that—samples. They must be adapted to meet your specific needs and jurisdictional requirements. And don't forget, the law can change quickly.

***Caveat:*** Always check the agency website to ensure that you are using the most up-to-date edition of the forms discussed in this *Guide*, and to confirm current filing fees and filing location.