



AMERICAN  
IMMIGRATION  
LAWYERS  
ASSOCIATION

# Paralegals

## Online Course



~ Course Outline ~

### MODULE 1: BASICS

#### CORE MATERIALS

- **Video:** Welcome— *Speaker: Lisa Helen York, NSC Liaison Committee Chair/Paralegals Online Course Committee Chair, Englewood, CO*
- **Reading:** How to Take This Course
  - Different Attorneys and Firms Have Different Preferences
  - Choose Someone in Your Office to Review Coursework
  - A Note on Unauthorized Practice of Law (UPL)
- **Video:** The Great Paralegal-Attorney Team Overview—*Speaker: James P Chesser, AILA Online Course Review Committee Chair, Fountain Inn, SC*
- The Essential Role of Each Member
  - What Makes a Great Paralegal-Attorney Team Work
  - What Are the Key Qualities of a Successful Paralegal
  - Ongoing Education and Career Growth
  - Meetings with the Supervising Attorney UPL and the Paralegal’s Duty to Prevent it
  - Helping the Attorney who is Too Busy to Manage Properly
  - Quality Control Protocols and How to Improve Them
  - Time Management and Stress
  - What to Do When You’re Over Your Head
- **Document:** The Great Paralegal-Attorney Team Resources
- **Reading:** R. Boswell, "Key Definitions and Concepts," *Navigating the Fundamentals of Immigration Law* (2024–25 Ed.)
- **Video:** Mastering the Language of Immigration Law – *Speaker: James W. Austin, AILA NBC Liaison Committee Chair/Paralegals Online Course Committee, Kansas City, MO*
  - Exact Language Avoids Errors
  - “Terms of Art”
  - Common Terms and Acronyms
  - Everyone in the United States Has an Immigration Category
    - U.S. Citizens
    - Immigrants
    - Nonimmigrants
    - Others
- **Document:** Categories of Most Persons in the U.S. Chart
- **Video:** Description of Practice Areas: Humanitarian and Family – *Speaker: Ally Bolour, AILA Board of Governors, Los Angeles, CA*
  - Asylum, Temporary Protected Status (TPS), Deferred Action for Childhood Arrivals (DACA)
  - Family Immigrants
  - Naturalization
- **Video:** Description of Practice Area: Business – *Speaker: Cora Tekach, Paralegals Online Course Committee, Washington, DC*

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- Nonimmigrant Categories
- Immigrant Categories
- Investors
- **Video:** Description of Practice Area: Removal and Deportation Relief – *Speaker: Jeremy L. McKinney, AILA Secretary, Greensboro, NC*
  - Immigration Court Practice
  - Common Forms of Relief
- **Reading:** T. Kalam, “Agencies That Affect Immigration Law,” *Navigating the Fundamentals of Immigration Law* (2024–25 Ed.)
- **Video:** The Main U.S. Government Agencies Involved with Immigration – *Speaker: Cynthia B. Rosenberg, Baltimore, MD*
  - U.S. Department of Homeland Security (DHS)
    - U.S. Citizenship and Immigration Services (USCIS)
    - U.S. Immigration and Customs Enforcement (ICE)
    - U.S. Customs and Border Protection (CBP)
  - U.S. Department of State (DOS)
  - U.S. Department of Labor (DOL)
    - Board of Alien Labor Certification Appeals (BALCA)
  - U.S. Department of Justice (DOJ)
    - Executive Office for Immigration Review (EOIR)

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## MODULE 2: ETHICS AND PROFESSIONALISM

### CORE MATERIALS

- **Reading:** H. Vyas, "Ethical Issues for Immigration Lawyers," *Navigating the Fundamentals of Immigration Law* (2024–25 Ed.)
- **Video:** Unauthorized Practice of Law – *Speaker: Leslie Tuttle Ditrani, Boston, MA*
  - American Bar Association (ABA) Model Rule 5.3
  - Limitations on Paralegal Work
  - Lawyer’s Duty Not to Assist in UPL
  - Paralegal Training and Education
- **Video:** Ethics in a Paralegal’s Daily Work— *Speaker: James P Chesser, AILA Online Course Review Committee Chair, Fountain Inn, SC*
  - Document Client Communications Well; Ensure Attorney Sees Them
  - Do Ask questions; Do Not Give Advice or Make Promises
  - Strategic Discussions with Supervising Attorneys, But Never with Clients
  - Addressing Busy Attorneys Who Encourage Responsibilities that Approach UPL
  - Being Honest with the Supervising Attorney When You Make a Mistake
  - Boundaries between the Office and Private Life: Consultations with Friends and Relatives
  - Ensuring the Office is Prepared for Your Sick Days, Vacations, and Family Commitments
  - The Consequences of Ethical Violations
  - Being Proud of Your Skills and Service; but Know You Are Part of a Team
- **Reading:** The AILA Ethics Compendium (Oct. 26, 2022), AILA Doc. No. 13100890. Excerpt pp 625-737, regarding ABA Model Rules 5.3 and 5.5
- **Video:** Client Confidentiality – *Speaker: Kenneth Craig Dobson, AILA Ethics Committee Vice Chair, New York, NY*

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- ABA Model Rules 1.6 and 1.10
- Using Email, Instant Messaging, and Social Media
- The Health Insurance Portability and Accountability (HIPAA) and Protected Health Information (PHI)
- **Video:** Files and Document Controls – *Speaker: Kirby Gamblin Joseph, Denver, CO*
  - ABA Model Rule 1.15
  - Client as the Owner of the File
- **Video:** Fees, Payments, and Interest on Lawyer Trust Accounts (IOLTAs) – *Speaker: Alan B. Goldfarb, AILA Ethics Committee Chair, Minneapolis, MN*
  - Fiduciary Responsibility
  - Limits on Fee Sharing
  - Interest on Lawyers Trust Accounts (IOLTAs) Primer for Paralegals
- **Video:** Conflicts of Interest – *Speaker: Allen Orr, AILA Treasurer, Washington, DC*
  - ABA Model Rules 1.7 and 1.8 for Current and Former Clients
  - Conflicts Checks
- **Video:** Case Management – *Speaker: Jodi Goodwin, Harlingen, TX*
  - Duty to Keep Clients Informed
  - File Management and Ownership
  - Calendaring Controls
- **Video:** Responsibilities as a Pro Bono/Volunteer – *Speaker: Alex Alvarado, Paralegal, Englewood, CO*
  - Restrictions on Advertising
  - Responsibility to Identify
- **Video:** Being a Translator – *Speaker: Alex Alvarado, Paralegal, Englewood, CO*
  - Responsibility to Identify as a Non-Lawyer
  - Limiting Role as a Translator vs. Paralegal

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### **MODULE 3: RESEARCH SKILLS**

#### **CORE MATERIALS**

- **Video:** Legal Research 101 – *Speaker: Ira J. Kurzban, AILA Author, Kurzban’s Immigration Law Sourcebook, AILA Past President, Miami, FL*
  - Primary vs. Secondary

#### ***Government Agency Websites***

- **Video:** Navigating the USCIS Website – *Speaker: Tracie L. Klinke, AILA Georgia-Alabama Chapter Chair/Membership Committee Chair, Marietta, GA*
  - Forms, Filing Locations, Fees, and Instructions
- **Video:** Navigating the EOIR Website – *Speaker: Sarah Weston Hayes Owings, AILA Board of Governors/EOIR Liaison Committee, Atlanta, GA*
  - Forms, Filing Locations, Fees, and Instructions
- **Video:** Navigating the DOL Website – *Kevin W. Miner, AILA Board of Governors/DOL Liaison Committee, Atlanta, GA*
  - Forms, Filing locations, Fees, and Instructions
- **Video:** Navigating the DOS Website – *Speaker: Allen Orr, AILA Treasurer, Washington, DC*
  - Visa Bulletin
  - Consular Visa Instructions

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- Fee
- **Video:** Navigating the Foreign Affairs Manual (FAM) -*Speaker: Maka Hutson, Dallas, TX*
  - What is the significance of the FAM
  - How to navigate the FAM
  - How to use the FAM, including awareness of updates

### ***Additional Resources***

- **Video:** Immigration Law Software – Speaker: *Reid Trautz, AILA Director of Practice and Professionalism, Washington, DC*
- **Video:** AILALink – Speaker: *Sarah Loor, AILA Online Legal Publishing Specialist, Washington, DC*
- **Reading:** What's the Difference Between AILA's Website, Fastcase, and AILALink/Fastcase Premium?
- **Video:** AILA's Research Library, *Kate Molski, AILA eLearning Manager, Washington, DC*
- **Video:** Use of Generative Artificial Intelligence (GAI) Technology - *James P Chesser, AILA Online Course Review Committee Chair, Fountain Inn, SC*
  - What is GAI Technology – ChatGPT, Bard
  - Benefits and Risks of using GAI Technology
  - Confidentiality Concerns
  - Ethical Considerations
- **Video:** How to Obtain Civil Documents and Government Records – *Speaker: Maka Hutson, Dallas, TX*
  - Determining what documents someone needs: DOS reciprocity table
  - What are civil documents? Criminal records, FBI background checks, FOIAs, CBP Reports, etc.
  - Who holds government records
  - How to figure out what civil documents are available per country
  - How to obtain civil documents
  - What to do if documents are unavailable

## **SUPPLEMENTAL MATERIALS**

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### **MODULE 4: HUMANITARIAN AND ASYLUM**

#### **CORE MATERIALS**

- **Reading:** D. Cleveland, "Asylum and Related Claims for Relief," *Navigating the Fundamentals of Immigration Law* (2024–25 Ed.)
- **Reading:** *Confronting Extraordinary Conditions: Iraq, Afghanistan, Ukraine, and Venezuela*
- **Video:** Definition of Refugee [INA §101(a)(42)] – *Speaker: Jonathan Willmoth, Kansas City, MO*
  - “Outside of Country of Residence ...”
  - “Unable to Avail Themselves of Protection ...”
  - “Well-Founded Fear of Persecution ...”
  - On Account of Race, Religion, Nationality, Political Opinion, Particular Social Group, and Coercive Population Control Programs

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- Distinguishing Refugees from Asylees
  - “Asylum,” Not “Political Asylum!”
- **Video:** What Is a “Particular Social Group?” – *Speaker: Dree K. Collopy, AILA Author, AILA's Asylum Primer, 7th Ed., AILA Asylum and Refugee Committee Chair, Washington, DC*
  - Immutable Characteristics
  - Family Relationship
  - Domestic Violence
  - Sexual Orientation
  - Gang-Related Claims
- **Video:** Withholding of Removal and CAT – *Speaker: Lisa R. Green, Boulder, CO*
  - Distinguishing Withholding from Asylum
  - CAT
- **Video:** The Role of a Paralegal in Documenting the Claim – *Speaker: Dree K. Collopy, AILA Author, AILA's Asylum Primer, 7th Ed., AILA Asylum and Refugee Committee Chair, Washington, DC*
  - Affidavits
  - The REAL ID Act
  - Country Reports
  - Use of Experts and Forensic Evidence
  - Other Sources of Evidence
  - Working with Clients Who Have Post-Traumatic Stress Disorder (PTSD)

### ***Deferred Action***

- **Video:** DACA – *Speaker: Alex Alvarado, Englewood, CO*
  - Eligibility Requirements
  - Current Status of DACA
- **Video:** Military Parole in Place – *Speaker: Margaret Deborah Stock, AILA Author, Immigration Law & the Military, 2nd Ed., Anchorage, AK*
  - What Is “Parole in Place?”
  - How Does It Work?
  - Update on the Current Situation
- **Video:** TPS – *Speaker: James W. Austin, AILA NBC Liaison Committee Chair/Paralegals Online Course Committee, Kansas City, MO*
  - Purpose, Scope, and Countries Covered
  - Initial Registration and Re-Registration Process
- **Document:** Temporary Protected Status Countries as of 6/1/18 List
- **Video:** Violence Against Women Act (VAWA) – *Speaker: Robin Dalton, AILA VAWA, Us, and Ts Committee Co-Chair, Madison, WI\**
  - Requirements for VAWA
  - Inadmissibility Issues
  - I-360 Petition and Request for Evidence (RFE) Trends
- **Video:** Special Immigrant Juvenile Status (SIJS) – *Speaker: Annaluisa Padilla, AILA President, La Habra, CA*
  - Process for State Orders
  - I-360 Petition and RFE Trends
  - Visa Backlogs and the Effects on Clients in Proceedings
- **Video:** U and T Visa Overview – *Speaker: Alyssa C. Reed, Denver, CO*
  - Requirements for U visas
  - Requirements for T visas
  - Inadmissibility Issues
  - Obtaining Law Enforcement Certificates

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## SUPPLEMENTAL MATERIALS

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### MODULE 5: FAMILY IMMIGRATION

#### CORE MATERIALS

- **Reading:** M. Maiona, "Family-Sponsored Immigration," *Navigating the Fundamentals of Immigration Law* (2024–25 Ed.)
- **Video:** The Relative Petition Categories – *Speaker: Cynthia B. Rosenberg, Baltimore, MD*
  - Immediate Relatives, FB-1 Through FB-4, and Fiancée
  - Self-Petitions
    - Widows, Widowers, and Surviving Relatives: Basic Overview
    - Amerasians
    - Brief Mention of VAWA
- **Video:** Petitioner Status and Familial Relationship Evidence – *Speaker: Cora Tekach, Paralegals Online Course Committee, Washington, DC*
  - All Petitions
  - *Foreign Affairs Manual* (FAM)
  - Stepchildren
  - Children Born Out of Wedlock
  - Adopted and Orphaned Children
- **Video:** Relative Petition Process – *Speaker: Cora Tekach, Paralegals Online Course Committee, Washington, DC*
  - Commonly-Used Forms: I-130, I-130A, and I-129F
  - Filing Outside of the United States
  - Brief Discussion of Concurrent Filings
- **Video:** Conditional Permanent Resident, Removal of Conditions, and Waivers of the Joint Filing Requirements – *Speaker: Bernadette McGuire, Englewood, CO*
  - Conditional Residence vs. Permanent Residence
  - Petition to Remove Conditional Status on Residence (I-751)
  - The Waiver Options
  - Evidence of the Basis for the Waiver

## SUPPLEMENTAL MATERIALS

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### MODULE 6: COMMON NONIMMIGRANT VISAS

#### CORE MATERIALS

##### *H-1B Visas*

- **Reading:** N. Barker et al., "H-1B Nonimmigrants," *Navigating the Fundamentals of Immigration Law* (2024-25 Ed.)
- **Video** - Basics of H-1B Visas - *Speaker: Lisa Helen York, AILA NSC Liaison Committee Chair/Paralegals Online Course Committee Chair, Englewood, CO*
  - H-1B Requirements
  - Definition of “Specialty Occupation”

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- The Occupational Information Network (O\*Net), the *Occupational Outlook Handbook* (OOH), and Other Sources
  - Employer and Beneficiary Qualifications
  - Employer/Employee Relationship
    - Numerical Cap
- **Video** - Filing an H-1B Petition – *Speaker: Allyson O’Leary, Paralegal, Portland, OR*
  - Process
  - Forms, Fees, and Where to File
  - Labor Condition Application (LCA)
    - Form ETA 9035
    - Prevailing Wage Obligations
      - Using the Occupational Employment Statistics (OES) Online Wage Data and Private Surveys
- **Video:** Maintaining H-1B Status and Employer Obligations – *Speaker: William A. Stock, AILA Immediate Past President, Philadelphia, PA*
  - When to File an Amended Petition
  - Creating and Maintaining a Public Access File
  - Site Visits
  - Duration of Stay/Six-Year Limit/American Competitiveness in the 21st Century Act of 2000 (AC21)/Recapture
- **Video:** Case Management – *Speaker: Susan S. Im, AILA USCIS Service Center Operations Liaison Committee Vice Chair, Grand Rapids, MI*
  - Calendaring, Deadlines, and Checklist
  - Fees: Including Responsible Parties for Filing Fees
- **Document:** Checklist for H-1B Applications

### **L-1 Visas**

- **Reading:** E. Arias, "Navigating the Nuances of L-1 Practice," *Navigating the Fundamentals of Immigration Law* (2024-25 Ed.)
- **Video** - Basics/Definitions – *Speaker: Jonathan Grode, AILA Law Student Outreach Committee Chair/Paralegals Online Course Committee, Philadelphia, PA*
  - Qualifying Corporate Relationships
  - Qualifying Employment Abroad
  - Managerial vs. Executive (L-1A)
  - Specialized Knowledge (L-1B)
- **Video** - Preparing/Filing an L-1 Petition – *Speaker: Sheila Mahadevan, AILA New Members Division Steering Committee Chair, Washington, DC*
  - Blanket vs. Individual L-1 Petitions
    - I-129 and Supplements
    - I-129S
- **Video:** H-1B1 Singapore/Chile and E-3 Australia – *Speaker: Yuah Jessica Choi, Philadelphia, PA*
  - Requirements
  - Process

### **Other Non Petition Based Nonimmigrant Classifications**

- **Video:** TN-1/TN-2 – *Speaker: Jerome G. Grzeca, Milwaukee, WI*
  - Requirements
  - North American Free Trade Agreement (NAFTA) Occupations
  - Process

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## **MODULE 7: EMPLOYMENT-BASED PERMANENT RESIDENCE**

### **CORE MATERIALS**

#### ***Overview of Employment-Based Preference Categories***

##### **EB-1 Visa**

- **Video:** Individuals of Extraordinary Ability – *Speaker: Neena Dutta, AILA Board of Governors/USCIS Service Center Operations Liaison Committee Chair, New York, NY*
  - Brief Overview of Criteria
  - *Matter of Kazarian: Two-Part Analysis*
- **Video:** Outstanding Researchers and Professors – *Speaker: Ari Sauer, AILA Paralegal Online Course Committee, Memphis, TN\**
  - Brief Overview of Criteria
  - *Matter of Kazarian: Two-Part Analysis*
- **Video:** Multinational Managers and Executives – *Speaker: Jonathan Grode, AILA Law Student Outreach Committee Chair/Paralegals Online Course Committee, Philadelphia, PA*
  - Brief Overview of Criteria

##### **EB-2 Visa**

- **Video:** National Interest Waivers (NIWs) – *Speaker: Lisa Helen York, NSC Liaison Committee Chair/Paralegals Online Course Committee Chair, Englewood, CO*
  - Brief Overview of Criteria
  - The New Standard (*Matter of Dhanasar*) vs. the Old Standard (*Matter of New York State Department of Transportation (NYSDOT)*)
- **Reading:** W. Schiller and I. Wagreich, "Employment-Based Immigration: The First Three Preferences," *Navigating the Fundamentals of Immigration Law (2024-25 Ed.)*
- **Video:** Advanced Degree – *Speaker: Jeffrey Zimskind, Allentown, PA\**
  - Definition of Master's or Equivalent
  - Three-Year Bachelor's Degrees
  - Credential Evaluations and The Electronic Database for Global Education (EDGE)

##### **Other Employment-Based Visas**

- **Video:** Religious Workers and Other Special Immigrants – *Speaker: Scott D. Pollock, Chicago, IL*
  - Criteria for Religious Workers
  - Other Workers

##### ***Labor Certification/PERM (Program Electronic Review Management System) for EB-3 or EB-2***

- **Video:** Overview of PERM Process – *Speaker: Lisa Helen York, AILA NSC Liaison Committee Chair/Paralegals Online Course Committee Chair, Englewood, CO*
  - Three Steps to Permanent Residence: Labor Certification, I-140, and I-485
  - Labor Certification
    - (1) Pay Prevailing Wage (PW)
    - (2) Not Stealing Job from Qualified, Able, or Willing U.S. Citizen (USC)/Other Authorized Worker

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- I-140 – Employer Ability to-Pay/Beneficiary Qualified for Position
  - I-485 – Prior Immigration Violations, Medical, Security Checks, Criminal Issues
- **Document:** Overview of EB Permanent Residence through Labor Certification
- **Video:** Preparing for the I-140: Documenting an Employee’s Educational Background and Work Experience – *Speaker: Neena Dutta, AILA Board of Governors/USCIS Service Center Operations Liaison Committee Chair, New York, NY*
  - Documenting the Employee Meets the Educational Requirements
  - Documenting Training and Experience Requirements
  - Brief Introduction to Degree Equivalency Issues
- **Document:** PERM Prefiling Diagram
- **Video:** Recruitment – *Speaker: Tiffany Martinez, AILA New Members Division Steering Committee, San Francisco, CA*
  - Professional vs. Non-Professional
  - Recruitment Steps: Job Order, General, Alternative
  - Drafting and Placing the Advertisements
  - Notice of Filing and In-House Media
  - Timing and Tracking Deadlines
  - Preparing the Recruitment Report and Audit File
- **Video:** Post-Filing Issues, Including Audit Notifications – *Speaker: Neena Dutta, AILA Board of Governors/USCIS Service Center Operations Liaison Committee Chair, New York, NY*
  - Five-Year Files
  - Responding to Audits

## SUPPLEMENTAL MATERIALS

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## MODULE 8: ADJUSTMENT OF STATUS AND CONSULAR PROCESSING

### CORE MATERIALS

- **Video:** Considerations When Evaluating Adjustment of Status (AOS) vs. Consular Processing (CP) - *Speaker: Ceridwen Koski, AILA Distance Learning Committee Chair, Denver, CO\**
  - What Are the Differences Between AOS and CP?
  - Discuss Advance Parole and Employment Authorization Documents
- **Reading:** S. Mailander and M. Bordeaux, "Adjustment of Status for Beginning Practitioners," *Navigating the Fundamentals of Immigration Law* (2024–25 Ed.)
- **Reading:** J. Pederson, "The Fundamentals of Lawyering at Consular Posts," *Navigating the Fundamentals of Immigration Law* (2024–25 Ed.)
- **Video:** Differences in Family-Based vs. Employment-Based Petitions - *Speaker: Breanna Cary, Oklahoma City, OK*
- **Video:** Visa Bulletin Format - *Speaker: Randi R. Saba, Paralegal, Denver, CO\**
- **Video:** Overview of Admissibility/Ineligibility/Waiver Issues - *Speaker: Laurel Scott, Philadelphia, PA*
- **Video:** General Explanation of Grounds of Inadmissibility – *Speaker: James W. Austin, AILA NBC Liaison Committee Chair/Paralegals Online Course Committee, Kansas City, MO*
- **Document:** Waivers Chart
- **Document:** Inadmissibility Chart
- **Video:** Unlawful Presence – *Speaker: Kelli Jo Stump, AILA EOIR Liaison Committee Chair, Oklahoma City, OK*

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- Provisional Unlawful Presence Waiver
  - Qualifying Relatives
  - Hardship Factors and Tips
- **Video:** Other Waivers – *Speaker: Laurel Scott, Philadelphia, PA*
- **Video:** Consular Electronic Filings and Timelines - *Speaker: Randi R. Saba, Paralegal, Denver, CO*
- **Video:** Adjustment Filing Tips and Tricks - *Speaker: Elizabeth L.A. Garvish, Atlanta, GA*
  - Documentation Requirements
    - Original Birth Certificates
    - Original Marriage Certificates
    - Original Divorce Decrees
    - Original Court and Prison Records
    - Original Police Certificates
    - Two Passport-Style Photographs Taken Within 30 Days
  - Where Can I Go to Learn How to Obtain These Documents and Additional Country-Specific Requirements?
    - *Foreign Affairs Manual (FAM)*
    - U.S. Embassy’s Website
    - Medical Examinations
- **Video:** Follow-to-Join, Dependents - *Speaker: Farshad Owji, AILA Board of Governors, San Francisco, CA*

## SUPPLEMENTAL MATERIALS

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### **MODULE 9: REMOVAL AND RELIEF**

#### CORE MATERIALS

- **Reading:** Eichorn, Prendergast, Kusuda, "Introduction to Removal Proceedings," *Navigating the Fundamentals of Immigration Law* (2022–23 Ed.)
- **Video:** Terminology and Itinerary of Removal Proceedings – *Speaker: Hudaidah Bhimdi, Fairfax, VA*
  - Vocabulary
  - Process: Anatomy of a Removal Proceeding
  - Immigration Court and Board of Immigration Appeals (BIA) Practice Manuals
  - Using the Manuals to Prepare a Case
- **Reading:** R. Mark Frey, "A Brief Overview of Forms of Relief in Removal Proceedings," *Navigating the Fundamentals of Immigration Law* (2024–25 Ed.)
- **Video:** Common Forms of Relief – *Speaker: Kelli Jo Stump, AILA EOIR Liaison Committee Chair, Oklahoma City, OK*
  - Elements of Relief
  - Supporting Documentation
- **Video:** Bonds and Release – *Speaker: Philip Eichorn, Paralegals Online Course Committee, Cleveland, OH*
  - ICE Arrests and Custody
  - Eligibility for Bond
  - Mandatory Detention
- **Video:** Preparing a Case for Hearings – *Speaker: Kelli Jo Stump, AILA EOIR Liaison Committee Chair, Oklahoma City, OK*

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- Master Calendar vs. Individual
- Document Deadlines
- Witness Preparation
- **Video:** Orders, Decisions, and Appeals – *Speaker: Jodi Goodwin, Harlingen, TX\**
  - Post-Win Procedures
  - Post-Loss Procedures
  - Deadlines
- **Video:** Diligent Case Management – *Speaker: Hudaidah Bhimdi, Fairfax, VA*
  - Common Problems: Calendaring and Tickler Systems

## SUPPLEMENTAL MATERIALS

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### MODULE 10: CITIZENSHIP AND NATURALIZATION

#### CORE MATERIALS

- **Video** - Overview of Citizenship and Naturalization – *Speaker: Philip Eichorn, Paralegals Online Course Committee, Cleveland, OH*
  - What Is “Citizenship?”
    - Of the Soil and of the Law
    - Acquisition at Birth (United States and Abroad)
    - Derivation Through Naturalization of Parent
  - What Is “Naturalization?”
    - Admission on Motion
    - Basic Criteria
    - Benefits of Becoming a Citizen
- **Reading:** K. Mautino, "The Naturalization Process and Requirements," *Navigating the Fundamentals of Immigration Law* (2024–25 Ed.)
- **Video** - Requirements for Naturalization – *Speaker: Robert Frank, Newark, NJ\**
  - Lawful Permanent Resident (LPR)
  - Continuous Residency and Physical Presence
  - Good Moral Character Period and Requirements
  - Other Discretionary Bars
  - Attachment to Constitution
  - Civics and English Exam
- **Video:** Recognizing Criminal Conduct Bars to Naturalization/Potential Grounds of Removal and Informing the Attorney – *Speaker: Jacqueline Watson, Paralegals Online Course Committee, Austin, TX\**
  - Criminal Conduct
  - Conviction
  - Dismissal
  - Expungement/Sealing
  - Probation
  - Cited, Traffic, and DUIs
- **Video:** Recognizing Non-Criminal Bars to Naturalization/Potential Grounds of Removal and Informing the Attorney – *Speaker: Jacqueline Watson, Paralegals Online Course Committee, Austin, TX\**
  - Voting

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- Polygamy
- Adultery
- Child Support
- Selective Service
- **Video:** Form N-400 and the Application Process – *Speaker: Tracie L. Klinke, AILA Georgia-Alabama Chapter Chair/Membership Committee Chair, Marietta, GA*
  - Forms, Fees, and Supporting Documents
  - From Hiring Counsel to the Oath Ceremony: What the Client Should Expect
- **Video:** Case Management – *Speaker: Tracie L. Klinke, AILA Georgia-Alabama Chapter Chair/Membership Committee Chair, Marietta, GA*
- Calendaring, Deadlines, Checklist, and Fees

## SUPPLEMENTAL MATERIALS

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### MODULE 11: CLIENT SERVICE

#### CORE MATERIALS

- **Video:** Intake and Interview Skills – *Speakers: Lisa Helen York, AILA NSC Liaison Committee Chair/Paralegals Online Course Committee Chair, Englewood, CO and Brian Bernhard, Paralegal, Denver, CO\**
  - Includes Short Role Play Sketches
- **Reading:** Risk Assessment and Client Management in a Changing System
- **Video:** Client Communication: Working with Victims of Trauma – *Speaker: Dree K. Collopy, AILA Author, AILA’s Asylum Primer, 7<sup>th</sup> Ed., AILA Asylum and Refugee Committee Chair, Washington, DC\**
- **Video:** Working with Difficult Clients: Role Play and Discussion – *Speakers: Ira J. Kurzban, AILA Author, Kurzban’s Immigration Law Sourcebook, AILA Past President, Miami, FL and Jonathan A. Grode, Course Committee/AILA Law Student Outreach Committee Chair, Philadelphia, PA*
- **Video:** Creating Accurate Expectations – *Speakers: Lisa Helen York, AILA NSC Liaison Committee Chair/Paralegals Online Course Committee Chair, Englewood, CO and Brian Bernhard, Paralegal, Denver, CO\**
  - Accuracy of Information: Never Guess!
  - Preparing Client for Reality of Processing Times, Fees, Etc.
  - Maintaining a Good Relationship While Avoiding UPL
- **Video:** Documenting Client Communications and Keeping the Attorney Informed – *Speaker: Brian Bernhard, Paralegal, Denver, CO\**

### **Online Course Committee**

*Lisa H. York, Online Course Chair, AILA NSC Liaison Committee Chair, Denver, CO*  
*James W. Austin, AILA NBC Liaison Committee Chair, Kansas City, MO*  
*Jonathan A. Grode, AILA Law Student Outreach Committee Chair, Philadelphia, PA*  
*Philip Eichorn, Cleveland, OH*  
*Margret Ann C. Gonzales, San Francisco, CA*  
*Ari Sauer, Memphis, TN*

- All course materials are subject to change

- Listed speaker affiliations in black reflect the 2017-2018 committee year, when the original course outline was written.

- Content in blue is added for the 2024 course relaunch. Speaker affiliations in blue reflect the 2023-2024 committee year.

*Cora Tekach, Washington, DC  
Jacqueline Watson, Austin, TX*

*Kate Molski, AILA eLearning Manager, Washington, DC*

*Special Thanks to:  
Brian Bernhard, Paralegal, Denver, CO*

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