U.S. Department of Justice OMB# 1125-0015 Executive Office for Immigration Review Request to be Included on the List of Pro Bono Legal Service Office of Legal Access Programs Providers for Individuals in Immigration Proceedings **General Instructions** Please read carefully before completing and filing Form EOIR-56 A. When to submit Form EOIR-56: (Click to show/hide text) Organizations, pro bono referral services, and individual private attorneys may use this form (Form EOIR-56) to apply for placement on the List of Pro Bono Legal Service Providers (List) for individuals in immigration court proceedings, and to make a renewal request to remain on the List. The List provides names of organizations, referral services, and attorneys available to provide pro bono legal services to persons in immigration court proceedings before the Executive Office for Immigration Review (EOIR). The List is published quarterly, in January, April, July, and October. To be considered, applicants should submit the form not later than 60 days prior to the first day of the month in which the next quarterly update will be published. Applications received less than 60 days prior to that date will not be considered until the following quarterly update. To save this form at any time, scroll to the top of the page and click the "Save" button. For more information about applying to be on the List of Pro Bono Legal Service Providers, visit the EOIR website at: http://www.justice.gov/eoir/probono/probono.htm B. Who is eligible to be included on the List: (Click to show/hide text) Organizations, pro bono referral services, and private attorneys may apply to be placed on the List. Organizations and private attorneys must commit to providing annually at least 50 hours of pro bono legal services to individuals in proceedings at each immigration court location where the organization or attorney intends to appear on the List. "Pro bono legal services" are those uncompensated legal services performed for individuals or for the public good without any expectation of payment from the onset of the case. Even if a client was only charged "nominal fees" or consultation or intake fees, any legal services provided that client would not count towards the 50 hours of pro bono legal services. • An "organization" must be a non-profit religious, charitable, social service or similar group established in the United States. Organizations include both organizations recognized by EOIR under 8 CFR part 1292 and non-recognized organizations. A Recognized Organization must have at least one attorney or an Accredited Representative eligible to practice before the immigration courts. Nonrecognized organizations must have attorney on staff. • A "pro bono referral service" is a service, offered by a non-profit group, association, or similar organization established in the United States that assists persons in locating pro bono representation by making case referrals to attorneys or organizations that are available to provide pro bono representation in immigration court proceedings. A service that refers individuals for paid legal services does not qualify. • An "attorney" in private practice in the United States may be eligible to be included on the List only if the private attorney cannot provide pro bono legal services through or in association with an organization or pro bono referral service. Attorneys from the same law firm must apply individually. C. Who must verify the contents of Form EOIR-56: (Click to show/hide text) **Authorized Officer** The applicant organization or referral service must have an authorized officer, such as the President, Executive Director or an officer of the organization, who has been designated to act on behalf of the organization to apply to be on the List. By signing the form under penalty of perjury the authorized officer declares that the organization or referral service meets the eligibility requirements to be included on the List and that the contents of the form and its attachments are true, correct, and complete. A private attorney must attest that he or she is licensed to practice law in the United States, has registered with EOIR (provide the registration number), and that he or she is not under an order of suspension, disbarment, or other restriction in the practice of law. By signing the form under penalty of perjury the attorney declares that he or she meets the eligibility requirements to be included on the List and that the contents of the form and its attachments are true, correct, and complete. Part 1. Organization, referral service, or attorney seeking inclusion on the List Instructions The Entity Type radial button is automatically selected based upon the entity type chosen when creating the user profile. To change the entity type, please return to the user profile to make the appropriate edits. Provide the applicant's complete name, including any names under which it is doing business, and the name as it should appear on the List. If the applicant has previously applied to be on the List, provide the name(s) used in the past by the applicant. The applicant is a: Non-profit Organization Pro Bono Referral Service Private Attorney Provider Name Provider Name (as it should appear on the Provider Name(s) previously applied under (if not applicable enter 'N/A') Part 2. Contact Information -Instructions The Mailing Address and Physical Address information is automatically entered based upon the information entered when creating the user profile. To change the applicant mailing and physical address information, please return to the user profile. To add additional physical addresses to the user profile, please click on the "Add Address" button and add the desired address(es). These addresses will automatically be added to the user profile. When filling out the Physical Address information, the applicant must provide a street address as the primary address. A post office box number is not acceptable. Include the applicant's telephone number, fax number (if available), email address and web address (if available). Additional addresses can be entered in the applicant profile as necessary The applicant will be able to select the appropriate address from a dropdown menu when completing Part 4 of the form. If the contact information changes, the applicant must, within 10 business days of the change, login to the ACTList User Portal and update their contact information. **Mailing Address and Contact Information** This box will be checked if the P.O. Box was selected in your profile. Number and Street Suite State City Country Province Zip Code Telephone Fax Postal Code Email Verify Physical Addresses(es) and Contact Information to Appear on the List Add Address **Note:** Please verify that all of the addresses from which you will be providing Pro Bono services appear on the list above. If an address does not appear on the list above, click the "Add Address" button to add the address to your profile. Part 3. Type of application Instructions The Application Type radial button is automatically selected based on the type of application the user is creating (Initial or Renewal). Once approved to be on the List of Pro Bono Legal Service Providers, providers must submit a recertification or renewal request every 3 years. To guarantee that the recertification or renewal application will be processed before the expiration of the 3 year period, the renewal application must be submitted at least 60 days prior to expiration of the 3 year period and certify that the provider remains eligible to appear on the List. For example, an approved applicant who is placed on the List in January 2016 would be required to file an application for renewal not later than November 2, 2018 (60 days prior to the expiration of the 3 year approval period and issuance of the January 2019 quarterly List). Initial request Renewal Request Part 4. Immigration court locations and additional applicant information -Instructions Court Selection: Select from the dropdown menu the names of each immigration court in which the applicant intends to provide at least 50 hours each year of pro bono legal services or refer cases to representatives providing pro bono legal services. To add additional courts click the "Add new court" button at the bottom of Part 4. Notice of Specialities, Limitations, and other Comments: If there are any specialties, limitations, or comments the applicant would like to provide for a given court, click the "Add" button under "Specialities, Limitations/Comments". Common specialties and limitations are listed. If necessary, select "Other" to manually add a speciality, limitation, or comment that is not listed. Once all items are listed, click the "Select" button. Note that the List is for uncompensated legal services performed for individuals or for the public good without any expectation of payment from the onset of the case. As such, any limitations or comments entered regarding charging of fees will not be published. Applicant Address Selection: An address from the user profile must be associated with the immigration court. Click the "Add" button, select the address(es) to be associated with that immigration court, and click "Confirm". Repeat this process if applying to any additional courts. The EOIR-56 can expand to accommodate the number of lines the applicant needs to complete this portion of the form. Indicate below the Immigration Court Name(s), Specialties/Limitations/Comments, and Address(es) from which the applicant intends to provide at least 50 hours of pro bono legal services annually (if an organization or attorney) or refer individuals for pro bono legal services (if a referral service). Address(es)* Immigration Court Name(s)* Specialties/Limitations/Comments ✓ Click Add button to add specialties Click Add button to add address (Optional) (Required) Add Other Comments Part 5. Affirmation of provision of pro bono legal services Instructions Organizations must affirm that they intend to provide annually at least 50 hours of pro bono legal services in each immigration court location listed in Part 4. An organization may count its attorneys' and representatives' in-court time, as well as their out-of-court preparation time. When an organization refers a case for pro bono legal services outside the organization, it may count its attorneys and representatives' time spent, for example, conducting an intake interview or mentoring the attorney to whom the case was referred. Those attorneys and fully Accredited Representatives appearing in immigration court must be registered with EOIR. For information about EOIR's e-Registry system, see <a href="https://example.com/https://e <u>Pro bono referral services</u> must affirm that they intend to offer their services to individuals in removal or other proceedings before each immigration court location identified in Part 4. Private attorneys must affirm they intend to provide annually at least 50 hours of pro bono legal services in each immigration court location listed in Part 4. Under penalty of perjury, counsel must declare that he or she is unable to provide pro bono legal services through or in association with an organization or pro bono referral service because such an organization is unavailable, or the ranges of services provided is insufficient to address the needs of the community. In addition, private attorneys are encouraged to submit other relevant documentation. Finally, counsel must attach a statement, under penalty of perjury, describing the good faith efforts made to associate with organizations and pro bono referral services. An example of a good faith declaration can be found at https://www.justice.gov/sites/default/files/pages/attachments/2016/04/22/sample_good_faith_efforts_declaration.pdf. Documents can be attached to this form by scrolling to the top of the application and clicking "Attachment Details". * By checking this box the applicant organization affirms that: • It understands that pro bono legal services are those uncompensated legal services performed for indigent individuals or the public good without any expectation of either direct or indirect remuneration, including referral fees (other than filing fees or photocopying and mailing expenses). 8 CFR § 1003.61. Therefore, if fees are charged at any point of the representation, including intake or consultation fees (other than the enumerated exceptions), the representation may not be counted as pro • It will provide annually at least 50 hours of pro bono legal services through its attorneys or representatives to individuals in proceedings in each immigration court location listed in Part 4. • Every attorney and accredited representative who will represent clients pro bono before EOIR on behalf of the organization is registered with EOIR. • No attorney or representative who will provide pro bono legal services on behalf of the organization in cases pending before EOIR is under an order of suspension, disbarment or other restriction limiting his/her practice of law. * By checking this box the applicant pro bono referral service affirms that it will offer its services without charge to individuals in immigration court proceedings for each immigration court location listed in Part 4. ■ * By checking this box the applicant attorney affirms that: • He or she understands that pro bono legal services are those uncompensated legal services performed for indigent individuals or the public good without any expectation of either direct or indirect remuneration, including referral fees (other than filing fees or photocopying and mailing expenses). 8 CFR § 1003.61. Therefore, if fees are charged at any point of the representation, including intake or consultation fees (other than the enumerated exceptions), the representation may not be counted as pro bono legal services. • He or she will provide annually at least 50 hours of pro bono legal services to individuals in proceedings in each immigration court listed in Part 4. • He or she is unable to provide pro bono legal services through or in association with an organization or pro bono referral service because any such organization or referral service is unavailable or the range of services provided by available organization(s) or referral services(s) are insufficient to address the needs of the community. • He or she has submitted with this application a description of the good faith efforts he or she made to provide pro bono legal services through an organization or pro bono referral service to individuals appearing before each immigration court location Part 6. Recertification/Renewal. If this is an initial application or a pro bono referral service provider, skip to Part 7. Instructions **IF RECERTIFICATION OR RENEWAL APPLICATION SHOW THE FOLLOWING TEXT:** Section A To recertify eligibility to remain on the List, the organization or private attorney must submit the alien registration numbers of clients in whose cases the organization or private attorney provided pro bono legal services, totaling at least 50 hours in each of the past three years for each immigration court location where the provider appears on the List. For each case listed, the provider must include: the number of hours of pro bono legal services provided; the time period for which the pro bono legal services were provided; and the name and e-Registry number (if applicable) of the attorney or representative who rendered the pro bono legal services or to whom the case was referred for pro bono legal services. When an organization refers a case to an outside attorney or representative for pro bono legal services, the organization may count the time its attorneys or representatives spent providing pro bono legal services, but not the time of the attorney or representative to whom the case was referred. Hours spent preparing a case for immigration court, including, for example, screening cases for pro bono referral or mentoring representatives, may be counted as well as time spent in court. Only 50 hours of pro bono legal services need to be reported for each year for each court location; there is no obligation to report additional hours of pro bono legal services performed in excess of the 50 annual hours required to qualify for renewal. The EOIR-56 can expand to accommodate the number of lines the applicant needs to complete this portion of the form. Section B

Tally the total hours of pro bono legal services for the past 3 years in each immigration court location where pro bono legal services were provided. No more than 50 hours total of pro bono legal service hours must be recorded for each year. The EOIR-56 can

expand to accommodate the number of lines the applicant needs to complete this portion of the form.

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