

## **Checklist for an Individual Hearing**

### **Documentation** (tabbed, paginated, and two hole punched)

Prepare I-589

Client's Declaration

Personal Documents, including documents that establish identity and date of entry

Medical Expert Affidavit

Country Expert Affidavit

Country Condition Reports

- Call court and make an appointment to view file and listen to tapes before individual hearing (617-570-3080)
- Call court to confirm translator if needed (617-570-3080)
- Call District Counsel's office to find out who has been assigned to the case (617-570-3140)

### **Authentication**

- Research on how to authenticate government issued documents
- Assure confidentiality (call/fax consulate)
- If government attorney requests originals of documents, we are no longer responsible for authentication

### **Client**

- Compose direct questions
- Prepare client for direct examination (to answer in chunks, no leading questions)
- Prepare foundation questions to admit personal documents into evidence
- Prepare client for cross examination
- Prepare client to answer questions that the judge may ask

### **Experts:**

- Prepare and submit Proposed Witness List to court. Attach expert's notarized affidavit and C.V.
  - May have to submit certificate of translation if expert does not speak English
  - May have to submit Motion for Telephonic 14 days before the individual hearing if expert cannot be available for live testimony. Motion must be supported with a declaration.
- Prepare expert for direct and cross-examination

### **Fingerprints**

- Bring copy of fingerprint receipt

### **Open statement and Closing**

- May not have any opportunity to give a formal opening or closing. May request a closing statement.