

Attorney Preparation Sheet

Use this worksheet to organize your case before meeting with an immigration attorney.

IRANIAN AMERICAN LEGAL DEFENSE FUND

APPLICANT INFORMATION

Name: _____ Date of meeting: _____

Phone: _____ Email: _____

A-Number: _____ Receipt number: _____

Attorney: _____ Firm: _____

SECTION A — YOUR APPLICATION

1. What type of immigration benefit are you applying for?

2. When did you file your application (date)?

3. What is your receipt number and/or A-Number?

4. What service center or USCIS office is handling the case?

SECTION B — COMMUNICATIONS FROM USCIS

5. Have you received any communications, requests for evidence (RFEs), or notices from USCIS? If yes, summarize what each one said.

6. What is the most recent action or status update on your case?

SECTION C — STATUS & AUTHORIZATION

7. What is your current immigration status? (e.g., F-1, H-1B, AOS pending, LPR, etc.)

8. Do you currently have work authorization? If yes, when does it expire?

9. Have you ever overstayed a visa, worked without authorization, or had any prior immigration violations? Be

specific.

SECTION D — BACKGROUND & HISTORY

10. Do you have any criminal history, arrests, or pending charges (in the U.S. or abroad)?

11. Have you traveled outside the U.S. in the last 5 years? List dates and destinations.

12. Family in the U.S. (spouse, children, parents, siblings) and their status:

SECTION E — GOALS & CONCERNS

13. What is your main concern or question about your case?

14. What outcome are you hoping for? (Short term and long term.)

15. Are there time-sensitive issues your attorney should know about? (Job loss, expiring documents, planned travel, family emergency.)

SECTION F — DOCUMENTS YOU ARE BRINGING

Check off documents you have available for this meeting:

- Passport(s) and visa stamps
- All USCIS notices (I-797), receipt notices, RFEs
- Copy of pending or prior applications
- Birth certificate, marriage certificate (if applicable)
- EAD card / work authorization documents
- Tax returns (past 3 years) and pay stubs
- Criminal records or court documents (if any)
- Prior attorney correspondence or filings

SECTION G — QUESTIONS TO ASK THE ATTORNEY

Date of next meeting / follow-up:
