

SUMMARY OF LEGAL SERVICES PROVIDED BY  
REDACTED  
FOR 2022

Education/Outreach Presentations: 423

Intakes/Consultation: 791

Applications in immigration court: 127 open cases during 2022

BIA appeals: 2

Service provided pro bono: 389

Clients charged according to fee schedule: 193

Total clients served in 2022: 2,380

General Description of Immigration Legal Services at REDACTED

**Overview.** REDACTED founded in 1914 as a settlement house, has provided services to immigrants continuously since then. We have been BIA Accredited since 1958. During 2022, we have provided most of our services pro-bono through California Department of Social Service contracts. The state contracts fund the following services: Education and outreach presentations, intake and consultation, Unaccompanied Minors applying for SIJS and TVPRA; removal defense for unaccompanied minors, removal defense for non-detained adults, affirmative asylum for adults, family-based immigration (including family petitions, adjustment of status, and consular processing), I-90 green card renewal, U-visas, VAWA, TPS renewal, FOIA, DACA and other brief services. In addition, we provided information and consultation to beneficiaries of the Central American Minors program.

**Charlas** (*public presentations in Spanish*). Education and Outreach presentations were conducted at our REDACTED, as well as at other community venues such as schools, libraries, and other non-profits. We regularly partner with community groups to provide outreach services to indigenous Oaxacan communities. Five such events were held in 2022 and are reflected in the numbers above.

**Intake and consultation.** Consultations are counted as a unit of service and is based on the total number of intake appointments conducted. If a client returns for more than one appointment (for example to bring additional paperwork), those clients are only counted once. In addition to the public presentations, the pro-bono list at court provides calls as well as word of mouth from other clients.

**Applications submitted to USCIS.** Applications and services in the family-based immigration program are substantially funded by the DSS grant, however we also take on fee-based cases at a reduced or discounted rate (see attached memo and price list), especially when it appears that the client has had difficulty finding services elsewhere. Of our fee-based cases (193) all of them are in the services area (and not in removal proceedings). The largest number of those

applications are naturalization (N-400) followed by relative petition, (I-130) and FOIA. The numbers include only administratively filed cases who are not in proceedings.

**Court cases.** While 118 of our open court cases in 2022 were unaccompanied minors, we were also representing a number of adults, particularly women and children recently released from detention who were seeking asylum. With four attorneys on staff, our goal is to maintain an attorney caseload of approximately 30 cases. The average is slightly higher than that because cases that were concluded in 2022 were replaced by other new cases. When clients have more than one remedy, for example, an unaccompanied minor who has both an asylum case and a Special Immigrant Juvenile Case in family court, we count the client only once for the above totals.

**Annual Summary of Immigration Legal Services  
for the Office of Legal Access Programs (OLAP)**

**Name of Organization:** REDACTED

**Time Period Covered:** January – December 2022

- 1) **Total number of clients served during this period:** (Please see also attached chart of services for 2022) In 2022, REDACTED provided application assistance for **4,185** applicants and provided **1,361** consultations for forms of immigration relief. We also served **1,535** individuals through a one-hour informational session regarding eligibility for and requirements for applying for citizenship. Through general outreach about our services we reached more than **10,000** individuals.
- 2) **Total number of clients provided services at no cost during this period:** Of the above-mentioned totals all services were provided without charge except for approximately **460** applications services such as (Green Card Renewals, Work Permits, DS-260s, Affidavits of Support, Removals of Conditional Residency and FOIAs). For the remaining **3,725** applications we were able to not charge our clients any fees.
- 3) **General description of the immigration legal services and other immigration-related services (e.g., educational or outreach events) provided by the organization:**  
REDACTED offers immigration legal services related to its core mission of serving low-income members of the immigrant community to realize the benefits, rights, and responsibilities of full participation in our society. REDACTED currently has nineteen active partially accredited representatives who serve clients primarily at our recognized office in REDACTED and are available to serve at our sub-office in REDACTED. Additionally, we employ one full time Immigration Attorney licensed to practice law in the state of California. REDACTED provides consultations, citizenship, family-based petitions for consular processing and adjustment of status in the U.S., VAWA, U-Visas, Waivers for Unlawful Presence, Waivers for other grounds of inadmissibility, Green Card Renewals, Work Permits, DACA and DACA Renewals (discontinued October 5, 2017), Freedom of Information Act Requests, Fiancé Visas, Removal of Conditional Residence, Derivative Citizenship, Affidavits of Support and DS-260s, Parole in Place and Fee Waivers. We also provide education and information through on- and off-site outreach and educational events including Citizenship Informational Sessions and free Citizenship Classes.
- 4) **Statement regarding whether services were provided pro bono or clients were charged in accordance with a fee schedule:** Our agency is recognized by the Internal Revenue Service as a nonprofit charitable organization. We charge clients nominal fees for immigration legal services. We do not have membership dues. No one will be denied services based on an inability to pay. We currently have funding from a variety of sources such as USCIS, The State of California, REDACTED Community Foundation and The Mexican Consulate that allows to provide most of our services at no cost and the ability to

waive client fees when needed due to income of special circumstances. Please see the attached fee schedule.

- 5) **Organization policies or guidance regarding fee waivers and reduced fees:** Please see attached excerpt on fee waivers from our case management policies and procedures manual.
- 6) **List of the offices of locations where the immigration legal services were provided:**

**Address for main office: REDACTED**

**Address for sub-office: REDACTED**

**Attachments:**

**Chart of Annual Services Provided for 2022**

**Fee Schedule for Immigration Legal Services (if organization charges fees)**

**Organization's Policy on Fee Waivers and Reduced Fees (if not described above)**

ABC Organization, Annual Summary, 2022	PROJEC TED	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YEAR TO DATE TOTAL
<b>Citizenship Program</b>	<b>1,000</b>	<b>127</b>	<b>220</b>	<b>264</b>	<b>221</b>	<b>255</b>	<b>167</b>	<b>254</b>	<b>287</b>	<b>218</b>	<b>177</b>	<b>148</b>	<b>83</b>	<b>2,421</b>
Applications (N-400)		72	109	159	133	169	102	89	207	142	105	82	41	<b>1,410</b>
N-565 (Application for Cert. Of		0	1	0	0	1	0	0	1	1	0	0	1	<b>5</b>
Citizenship Classes		55	110	105	88	85	65	60	67	66	60	59	35	<b>855</b>
Books		7	25	12	4	20	10	10	12	9	12	7	6	<b>134</b>
N-400 info sessions		0	120	300	240	172	156	95	145	97	70	99	41	<b>1,535</b>
<b>Immigration Program</b>	<b>1,500</b>	<b>186</b>	<b>157</b>	<b>201</b>	<b>231</b>	<b>228</b>	<b>290</b>	<b>219</b>	<b>305</b>	<b>397</b>	<b>239</b>	<b>147</b>	<b>175</b>	<b>2,775</b>
I-130 Petition for Alien Relative		3	20	17	23	10	17	21	14	15	19	20	20	<b>199</b>
I-864 Affidavit of Support for		1	2	3	4	6	14	7	10	10	8	4	2	<b>71</b>
NVC Inquiry		1	1	4	1	1	1	0	0	0	2	0	0	<b>11</b>
DS-261		0	0	0	0	0	0	0	1	0	0	0	0	<b>1</b>
DS-260		8	2	1	4	2	1	2	6	2	2	4	5	<b>39</b>
I-90 Replacement of Green Card		10	17	22	15	38	26	36	16	27	35	31	26	<b>299</b>
Upgrade to U.S. Citizen Petition		0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Temporary Protected Status		0	0	0	0	0	0	0	0	0	0	0	1	<b>1</b>
I-134 Affidavit of Support for Visitor		0	1	0	0	0	0	0	1	1	1	0	0	<b>4</b>
Address Change		0	0	0	0	2	0	1	0	0	0	0	0	<b>3</b>
U Visa Adjustment		2	0	0	0	1	0	1	1	2	0	0	0	<b>7</b>
VAVA Adjustment		0	0	1	0	0	0	0	1	0	0	0	0	<b>2</b>
N-400 Info		0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>(walk-ins)</b>		<b>300</b>	<b>300</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>800</b>
<b>Immigration Program (phone calls)</b>	<b>6,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>12,000</b>
<b>Total Program Services Provided</b>		<b>1,613</b>	<b>1,677</b>	<b>1,665</b>	<b>1,452</b>	<b>1,483</b>	<b>1,457</b>	<b>1,473</b>	<b>1,592</b>	<b>1,615</b>	<b>1,416</b>	<b>1,295</b>	<b>1,258</b>	<b>17,996</b>