[Attorney Name], Esq. **NON-DETAINED**

[Office/Firm Address]

Tel.: [Attorney Telephone]

Email: [Attorney Email]

*Pro Bono* Counsel for Respondent

**UNITED STATES DEPARTMENT OF JUSTICE**

**EXECUTIVE OFFICE FOR IMMIGRATION REVIEW**

**[NAME OF COURT] IMMIGRATION COURT**

**[CITY, STATE]**

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**)**

**In the Matter of:**  **)**

 **)**

**[Client Full Name] ) File No.: Axxx-xxx-xxx**

 **)**

**)**

**Respondent )**

**)**

**In Removal Proceedings** **)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**Immigration Judge:** Hon.[Judge Name] **Master Calendar Hearing**: [Date]

 at [time]

**RESPONDENT’S WRITTEN PLEADINGS**

**RESPONDENT’S WRITTEN PLEADINGS**

On behalf of Respondent [Client Name], the undersigned *pro bono* counsel makes the following representations:

1. Mr. [Name] concedes proper service of the Notice to Appear (“NTA”) dated [date].
2. I have explained to Mr. [Name]:
	1. The hearing rights set forth in 8 C.F.R. § 1240.10;
	2. The consequences of failing to appear in immigration court, as set forth in INA

§ 240(b)(5);

* 1. The limitation on discretionary relief for failure to appear, as set forth in INA

§ 240(b)(7);

* 1. The consequences of knowingly filing or making a frivolous application, as set forth in INA § 208(d)(6);
	2. The requirement to notify the Court within five days of any change of address or telephone number using Form EOIR-33/IC, pursuant to 8 C.F.R. § 1003.15(d).
1. Mr. [Name] concedes all factual allegations (#1, 2, 3 and 4) set forth in the NTA.
2. Mr. [Name] concedes the [insert relevant charge here, e.g. INA § 212(a)(7)(A)(i)(I)] charge of removability set forth in the NTA.
3. In the event of removal, Mr. [Name] respectfully declines to designate a country of removal.
4. Mr. [Name] requests the following forms of relief from removal: Asylum (INA § 208), Withholding of Removal (INA § 241(b)(3)), and protection under the Convention Against Torture (8 C.F.R. § 1208.16(c)).
5. Mr. [Name] timely filed his Form I-589 with [U.S. Citizenship & Immigration Services / Immigration Court / etc.] on [date].
6. Mr. [Name] has received the DHS biometrics instructions and will timely comply with the instructions before his individual hearing. I have explained the instructions to Mr. [Name] through a Spanish interpreter. In addition, I have explained to Mr. [Name] through a Spanish interpreter that, under 8 C.F.R. § 1003.47(d), failure to provide biometrics or other biographical information within the time allowed will constitute abandonment of his application unless he demonstrates that such failure was the result of good cause.
7. Mr. [Name] estimates that approximately [insert estimate of time required for individual hearing, e.g., 2 (two) hours] will be required for him to present his case during his individual hearing.
8. Mr. [Name] is not fluent in English and respectfully requests that the Immigration Court order an interpreter proficient in the Spanish language.

Respectfully submitted,

 Date: [Date]

 /s/ [Attorney Name]

[Attorney Name], Esq.

[Office/Firm Address]

Tel.: [Attorney telephone]

Email: [Attorney email]

*Pro Bono* Counsel for Respondent

**RESPONDENT’S PLEADING DECLARATION**

1. I, [Respondent Name], have been advised of my rights in these proceedings by my attorney. I understand those rights. I waive a further explanation of those rights by this Court.
2. I have been advised by my attorney of the consequences of failing to appear for a hearing. I have also been advised by my attorney of the consequences of failing to appear for a scheduled date of departure or deportation. I understand those consequences.
3. I have been advised by my attorney of the consequences of knowingly filing a frivolous asylum application. I understand those consequences.
4. I have been advised by my attorney of the consequences of failing to follow the DHS biometrics instructions within the time allowed. I understand those consequences.
5. I understand that if my mailing address changes, I must notify the court within five days of such change by completing an Alien’s Change of Address Form (Form EOIR-33/IC) and filing it with this Court.
6. Finally, my attorney has explained to me what these Written Pleadings say. I understand them, I agree with them, and I request that the Court accept them as my pleadings.

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[Respondent Full Name] Date

**CERTIFICATE OF INTERPRETATION**

I, [Attorney or Interpreter Name], hereby certify that I am fluent in the Spanish and English languages and that I am competent to translate and interpret from English into Spanish. I further certify that I read the entire document titled “Respondent’s Pleading Declaration” to Mr. [Name] in Spanish and that he stated that he understood the document before he signed it.

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[Attorney or Interpreter name] Date

[Attorney/Interpreter address]

Tel.: [Attorney/Interpreter phone number]

Email: [Attorney/Interpreter email address]

 (Name of Respondent)

 (“A number” of Respondent)

**PROOF OF SERVICE**

I, [Attorney Name], Esq., hereby certify that a true and correct copy of the following, specifically described document(s): **RESPONDENT’S WRITTEN PLEADINGS** was electronically filed through ECAS on [date], and both parties are participating in ECAS. Therefore, no separate service was completed.

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 **[Attorney Name], Esq. Date**