

# Immigration Law for Paralegals

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FIFTH EDITION

**Maria Isabel Casablanca**

**Gloria Roa Bodin**



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*This book is dedicated to my mother, Berta Muller de Casablanca,  
who always wanted me to be a writer, and to the memory of my father,  
Carlos Roberto Casablanca, who taught me to respect and be generous with those less fortunate.*

*This book is also dedicated to my siblings, Marta Casablanca and Jose Casablanca,  
whose faith in me has never wavered, and to my son Mauricio Lopez-Aldazabal, my inspiration.*

Maria I. Casablanca, Esq.

*This book is dedicated to my father, Clement Roa,  
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Gloria Roa Bodin, Esq.



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# Introduction

This book is designed with both the classroom setting and the paralegal practicing immigration in mind. Immigration and Nationality Law depends heavily on paralegals in order to provide the legal services to their clients. When paralegals are provided with the skills necessary to manage cases, attorneys are able to increase productivity and enhance the quality of representation. This book is also beneficial for attorneys who wish to learn the basics of this practice in a classroom setting.

Throughout this book, step-by-step instructions guide the paralegal through each major visa category, including sample forms and correspondence.

*Immigration Law for Paralegals* includes:

1. Interviewing techniques and caseload management
2. Temporary visas for visiting, investing, studying or employment
3. Family-based residency
4. Employment-based permanent residency
5. Political asylum
6. Citizenship
7. Judicial and Administrative Appeal process
8. Representation before DHS agencies

Now more than ever, the practitioners and their legal staff must be current regarding legal standards and procedures. Government officials such as senators, congressmen and even the President of the United States are constantly making proposals and/or introducing bills relating to immigration issues. The creation of the Department of Homeland Security (DHS) in response to the terrorist attacks of September 11, 2001, represented the single largest reorganization within the federal government in 69 years. The now-defunct Immigration and Naturalization Service (INS) was divided into three departments under the DHS: U.S. Citizenship and Immigration Service (USCIS); Immigration and Custom Enforcement (ICE); and Customs and Border Protection (CBP).

One caveat: This book should be utilized by the paralegal while working under the supervision of an attorney. A paralegal who offers his/her services and who is not working under an attorney's guidance is engaged in the unlicensed practice of law and may be subject to sanctions and criminal penalties.

At the time of publishing this book, there were temporary changes made to policies and regulations due to COVID-19 and past President Donald Trump's redefining immigration benefits. In 2020, under the new President Biden administration, many of the changes to immigration processes and procedures due to the coronavirus pandemic and partially as a

result of the Trump Administration have been removed or amended. Since the pandemic, at this juncture, appears to be temporary, we are including changes at the end of the book.

Also, you will notice this new edition does not include a CD with forms. USCIS is constantly revising and updating forms and in order to make sure the correct form is submitted, readers should download the current version from the [USCIS.gov](https://uscis.gov) website.

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