



Pro Forma Immigration Attorneys
1624 Market Street, Suite 202
Denver, CO 80202
(303) 838-2879

3 Day Family Immigration Law Training Intensive:

Sample Curriculum

This training is designed to give attorneys the basic skills and knowledge necessary to start up a successful practice in the area of Family Immigration Law. We can also add diversity and substance abuse modules. Suggested time schedule is as follows:

Day 1: 9am – 6pm

Creating a Turn Key Immigration Law Office

9am – 9:30

- Welcome, introductions, goals and expectations

9:30am – 11am

- Creating a turn key immigration law office that produces consistent results for you, your employees and your clients
- Designing business systems that support your practice to create ease and minimize costs
- Managing accounting systems, lines of credit and budgeting for long-term profitability

11am – 11:15am Break

11:15am – Noon

- How to best use legal research services and practice materials to save time and increase approval rates for your cases

Noon – 1pm

- Creating the most effective marketing and websites to sell your services 24 hours

a day

- How to target your best client and avoid problematic clients

1pm – 2pm Lunch break

2pm – 3pm

- Capitalizing from advertising and social networking to build your reputation as an expert

3pm – 4pm

- Legal Ethics - Rule 4-200 Appropriate Fees for Legal Services in Business Immigration Law

4pm-4:15pm Break

4:15pm-6:00 pm

- Productive initial telephone consultations and needs assessments
- Effective case design and negotiations to enhance client loyalty
- Drafting client-centered contracts and change orders to create reasonable fees and maximize profits
- Creating innovative collections systems that work consistently
- Questions/Answers

Day 2: Family Immigration Law – Non-Citizen Processing at Foreign Embassies

You will learn and practice how to file and effectively manage all of the following types of cases:

9am – 11am

1. Fiancée Visas

- Overview
- Requirements and strategies for USCIS/NVC/Consulate Processing for your clients

11am – 11:15am Break

11:15am – 1pm

- Fighting against grounds of inadmissibility & getting waivers for past bad

actions

- How to prepare affidavits of support for your clients and managing the long-term liabilities

1pm-2pm – Lunch break

2pm – 4:30pm

- Approvals/denials - how to manage client expectations
- Requesting supervisory review and advisory opinions for cases improperly denied

4:30pm –4:45pm break

4:45pm – 6pm

2. Marriage and family immigrant visas

- Overview
- How to determine visa availability and use the department of state visa bulletin
- Questions/answers

Day 3: Family Immigration Law – Non-Citizen Processing in the United States

You will learn and practice how to file and effectively manage all of the following types of cases:

9am – 11am

1. Adjustment of status to permanent resident cases

- Overview
- How to work effectively with USCIS District Offices

11am – 11:15am Break

11:15am – 1pm

- How to obtain work authorization and travel documents
- Preventing and defending charges of deportability & obtaining waivers for your clients

1pm-2pm Lunch break

2pm – 3:30pm

- Reviewing approvals and denials and advising your clients of their next steps
- Strategies for filing motions to reopen to the Administrative Appeals Unit and appeals to federal court

3:30pm – 4:30pm

2. Citizenship & Naturalization

- Overview

4:30pm – 4:45pm break

4:45pm – 6pm

- Timing the filing of the application
- Reviewing your clients' immigration and criminal history to prevent denials and removals
- Disability waivers for your clients who cannot pass the test
- Questions and answers

**Please contact us with questions or to register at
www.immigrationlawtraining.com
Tel: (303) 838-2879**

mark@proformaimmigration.com

