



IILCM Intake Procedure as of September 2015

IILCM serves low-income immigrants, refugees and their families who reside in Minnesota.

1. **Priority Intake:** Clients with the cases listed below can call 651-641-1011 anytime during business hours to request a consultation. If the call is not answered right away, potential clients should leave a message their full name, telephone number, best time to call and reason for the call. We generally respond to calls within 24 hours.

* We will **only** call back during our office hours. We will **not** call back during evenings or weekends.*

- **U Visa/VAWA/Removal of Conditions Based on Abuse** (crime occurred in the last 2 years; focus on domestic violence victims)
- **U visa adjustment**
- **SIJS** –Note: If the potential client is currently in removal proceedings he or she will not be given an appointment at IILCM, but will be notified that a volunteer attorney will be available at their initial hearing to meet with them for a screening.
- **Naturalization**
- **N-600 Applicants**- Note: We will generally only be able to prioritize these cases if the potential client's derivation occurred under the CCA.
- **Initial DACA**
- **Renewal DACA**
- **Temporary Protected Status (TPS)**
- **Green card applications for refugees/asylees**

2. **General Intake:** Individuals with cases other than those listed above (some common examples are outlined below) should call IILCM's General Intake line 1-800-223-1368 during the hours listed below for a basic screening and to schedule a consult.

General Intake Hours: Mon, Tue, Wed from 12:00-1:30 PM, Thurs 6:00-7:30 PM.

General consultations are limited, but we encourage those seeking free legal services to call biweekly to check on availability. Examples of General Intake Case Types:

- **Family petitions (I-130)**
- **Deportation proceedings**—Note: if the potential client is currently detained by immigration, he or she will not be given an appointment at IILCM, but will be notified that a volunteer attorney will be available at their initial hearing to meet with them for a screening and representation at that first hearing.
- **Asylum**
- **Green Card Replacement or Renewals**
- **Other**

Consultations are scheduled for the 2nd Wednesday and 4th Thursday of every month. Appointments will be assigned on a first come, first serve basis for eligible callers, after priority cases have been scheduled. Appointments will be released incrementally, so callers are encouraged to call back.