

**DALY LAW OFFICE**  
**7 West Figueroa Street, 3rd Floor**  
**Santa Barbara, CA 93101**  
**(805) 965-4966**

**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