



MANAGED ASSIGNED COUNSEL OF BEXAR COUNTY

Immigration Advisal Program  
REFERRAL FORM AND GUIDE

HOW TO REFER A CASE TO IMMIGRATION RESOURCE ATTORNEY FOR IMMIGRATION ADVICE

1. FILL OUT THE ATTACHED FORM COMPLETELY
2. PRINT OUT THE PC AFFIDAVIT AND INFORMATION/INDICTMENT, AND ATTACH THEM TO THE FORM
3. EMAIL THE FORM WITH ATTACHMENTS TO MANUELA “MIMI” ALCOCER AT [Manuela.Alcocer@Bexar.org](mailto:Manuela.Alcocer@Bexar.org)
4. WHEN YOU GET THE ADVISAL FROM MIMI, CONFIRM RECEIPT VIA EMAIL
5. EMAIL MIMI THE DATE YOU GAVE THE ADVISAL TO THE CLIENT, THE FINAL DISPOSITION OF THE CASE AND THE DATE THE CASE WAS CLOSED

## Non-Citizen Defendant Worksheet/Referral

Defendant Name: \_\_\_\_\_ Referring Attorney: \_\_\_\_\_  
 DOB: \_\_\_\_\_ Referral Date: \_\_\_\_\_  
 Defendant is: \_\_\_ Not in custody \_\_\_ In custody Booking Date: \_\_\_\_\_ Bookin #: \_\_\_\_\_  
 Jail Location: \_\_\_\_\_ ICE Detainer? \_\_\_ Yes \_\_\_ No **Reset Date:** \_\_\_\_\_ **Language:** \_\_\_\_\_

**Immigration Status:**

Place of Birth/ Citizenship (note if more than 1): \_\_\_\_\_

\_\_\_ LPR – Lawful Permanent Resident (greencard)  
 Since when? \_\_\_\_\_

\_\_\_ Refugee or granted asylum status  
 Since when? \_\_\_\_\_

\_\_\_ Entered without documentation  
 Date of entry \_\_\_\_\_ Age on entry \_\_\_\_\_

\_\_\_ Entered with a visa that expired on \_\_\_\_\_

\_\_\_ Previously deported? When? \_\_\_\_\_  
 \_\_\_ By ICE \_\_\_ Saw Immigration Judge

Alien/ A number \_\_\_\_\_

**U.S./Family Ties:**

\* Other may be Asylee/Refugee or other valid immigration status

SPOUSE: \_\_\_ USC \_\_\_ LPR \_\_\_ Undocumented Other: \_\_\_\_\_

PARTNER: \_\_\_ USC \_\_\_ LPR \_\_\_ Undocumented Other: \_\_\_\_\_

CHILDREN: How many? \_\_\_ Ages? \_\_\_\_\_  
 \_\_\_ USC \_\_\_ LPR \_\_\_ Undocumented Other: \_\_\_\_\_

MOTHER: \_\_\_ USC \_\_\_ LPR \_\_\_ Undocumented Other: \_\_\_\_\_

FATHER: \_\_\_ USC \_\_\_ LPR \_\_\_ Undocumented Other: \_\_\_\_\_

USC Grandparents? \_\_\_ Y/N USC Siblings? \_\_\_ Y/N

**Options for Relief:**

Currently in H.S.? \_\_\_ Diploma? \_\_\_ GED? \_\_\_

Did your family or an employer ever file a petition for you? \_\_\_  
 If so, when? \_\_\_\_\_

Have you ever filed for any immigration relief in past? \_\_\_  
 If so, what type of relief? \_\_\_\_\_

Were you ever a victim of crime and reported it to the police? \_\_\_  
 (Qualifying crimes: incest, assault, DV, false imprisonment, extortion, obstruction of justice, sex abuse or related crimes)

Do you fear return to home country/suffered past persecution? \_\_\_

Were you ever a victim of Domestic Violence or Trafficking? \_\_\_

**Contact Info:**

Name of closest relative: \_\_\_\_\_

Phone: \_\_\_\_\_

Permission to contact? \_\_\_\_\_

**Current Charge(s):**

**Cause #:** \_\_\_\_\_ **Court:** \_\_\_\_\_

**Offense and level:** \_\_\_\_\_

**Plea offer:** \_\_\_\_\_

**Cause #:** \_\_\_\_\_ **Court:** \_\_\_\_\_

**Offense level:** \_\_\_\_\_

**Plea offer:** \_\_\_\_\_

**Cause #:** \_\_\_\_\_ **Court:** \_\_\_\_\_

**Offense level:** \_\_\_\_\_

**Plea offer:** \_\_\_\_\_

**Complete Criminal History:**

(ATTACH PC Affidavit, Information/Indictment, and information regarding criminal history. Include offense, date of conviction and sentence. Include arrests, deferred adjudications, memo agreements or divert programs, juvenile history and any other resolutions) IF NO CRIMINAL HISTORY, INDICATE THAT BY WRITING "NONE".

**Defendant's Goals re: Immigration Consequences**

\_\_\_ Avoid conviction that triggers deportation/

\_\_\_ Preserve eligibility to obtain future immigration benefits (e.g. LPR status or citizenship) or keep lawful status & stay in U.S.

\_\_\_ Get out of jail ASAP

\_\_\_ Immigration consequences, including deportation, are not a priority

Other goals re immigration consequences:

\_\_\_\_\_