
GENERAL INSTRUCTIONS

(Please read carefully before completing and filing optional Form EOIR-56)

A. When to submit an optional Form EOIR-56:

Organizations, attorneys, and pro bono referral services may use this form (optional Form EOIR-56) when applying to and renewing a request to be placed on the List of Pro Bono Legal Service Providers (List) for individuals in immigration court proceedings. The List provides names of representatives or referral services available to provide pro bono legal services to indigent persons in immigration court proceedings before the Executive Office for Immigration Review (EOIR).

B. Who is eligible to be included on the List:

Organizations, pro bono referral services, and attorneys may apply to be placed on the List. Organizations and attorneys must commit to providing annually at least 50-hours of pro bono legal services to individuals in immigration court proceedings. "Pro bono legal services" are those uncompensated legal services performed for indigent individuals or for the public good without any expectation of payment.

- An organization must be a nonprofit religious, charitable, social service or similar group established in the United States. Organizations include recognized organizations and organizations that are not recognized. A recognized organization must have at least one attorney or an accredited representative eligible to practice before the immigration courts. Organizations not recognized must have an attorney on staff.
- A pro bono referral service must be operated by a non-profit group, association, or similar organization established in the United States that assists persons in locating pro bono representation by making case referrals to attorneys or organizations that are available to provide pro bono representation.
- A private attorney may be eligible to be included on the List only if the attorney cannot provide pro bono legal services through or in association with an organization or pro bono referral service.

C. How to apply for placement on the List using the optional Form EOIR-56:

• **Part 1.**

Check the appropriate box to specify whether the applicant is an organization, pro bono referral service, or attorney. Provide the applicant's complete name, including any names under which it is doing business, and the name as it should appear on the List. If the applicant has previously applied to be on the List, provide the name(s) used in the past by the applicant.

• **Part 2.**

Provide applicant contact information. The applicant must provide a street address. A post office box number is not acceptable. Include applicant's telephone number, fax number, email address and web address (if available). The contact information provided on this application will appear on the List for each immigration court listed. If the applicant has more than one address and telephone number, clearly identify the address and telephone numbers which should appear on the List for each immigration court. Attach additional sheets if necessary. The applicant must immediately update EOIR, Pro Bono List Coordinator, with any changes to the contact information.

• **Part 3.**

Check the appropriate box to show whether this application is for an initial request to be included on the List or a renewal request to remain on the List. Every 3 years from the date of approval and placement on the List a provider must reapply and certify continuing eligibility to remain on the List.

• **Part 4.**

Part 4. Section A.

List the names of each immigration court in which the applicant intends to provide at least 50 hours of pro bono legal services each year or refer cases to representatives providing pro bono legal services. Specify the name of *each court*, such as "Varick Street," "Miami," or "Miami (Krome), Detained." Please use the EOIR Listing of Immigration Courts as a guide to immigration court names and locations, available at: <http://www.justice.gov/eoir/sibpages/ICadr.htm> (last visited February 20, 2015). If needed, attach additional sheets of paper to complete this section.

GENERAL INSTRUCTIONS (continued)

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Part 4. Section B.

List any specialties, limitations on providing pro bono legal services or pro bono referrals, or comments that should be noted on the List for each immigration court. For example, an applicant may limit its pro bono practice to asylum cases only, or assist individuals with criminal convictions. The applicant may be willing to accept collect calls from a detention center or its representatives may be fluent in multiple languages. If the specialties, limitations, or comments apply to all immigration courts listed, check the box provided. If needed, attach additional sheets of paper to complete this section.

- **Part 5.**

Organizations must affirm the intention to provide at least 50-hours of pro bono legal services in each immigration court location listed in Part 4 through its attorneys and representatives who are eligible to appear in immigration court. Attorneys and fully accredited representatives must be registered with EOIR. For information about EOIR's e-Registry system, see <http://www.justice.gov/eoir/engage/eRegistration.htm>.

Private attorneys must submit documentation showing that counsel is unable to provide pro bono legal services through or in association with an organization or pro bono referral service for each immigration court listed in Part 4. Under penalty of perjury, counsel must declare the good faith efforts made to associate with organizations and pro bono referral services for each immigration court listed and explain the reasons for not associating with an organization or referral service. The reasons may include the unavailability of organizations or pro bono referral services for the immigration court locations listed or that the range of services provided by the organizations or referrals services are insufficient to meet the needs of the community.

Pro bono referral services must affirm the intention to offer its services to individuals in removal or other proceedings before each immigration court location identified in Part 4.

- **Part 6. If this is an initial application or a pro bono referral service provider, skip to Part 7**

Part 6. Section A.

To renew an organization's or attorney's inclusion on the List, the organization or attorney must submit: the alien registration numbers of the clients to whom pro bono legal services were rendered in each immigration court location; the number of hours of pro bono legal services provided to each client; the time period for which the pro bono legal services were provided; and the name and e-Registry number (if applicable) of the representative who rendered the pro bono legal services or to whom the case was referred for pro bono legal services. Hours spent preparing a case for immigration court, including, for example, screening cases for pro bono referral or mentoring representatives, may be counted as well as in-court time. No more than 50 hours of pro bono legal service hours must be recorded. If needed, attach additional sheets of paper to complete this section.

Part 6. Section B.

Tally the total hours of pro bono legal services for the past 3 years in each immigration court location where pro bono legal services were provided. No more than 50 hours of pro bono legal service hours must be recorded. If needed, attach additional sheets of paper to complete this section.

D. Who must verify the contents of the optional Form EOIR-56:

- **Part 7.**

Part 7. Section A. Authorized officer.

The applicant organization or referral service must have an authorized officer, such as the President, Executive Director or an officer of the organization, who has been designated to act on behalf of the organization to apply to be on the List. By signing the form under penalty of perjury the authorized officer declares that the organization or referral service meets the eligibility requirements to be included on the List and that the contents of the form and its attachments are true, correct, and complete.

Part 7. Section B. Attorney.

An attorney must attest that he or she is licensed to practice law in the United States, has registered with EOIR (provide the registration number), and that he or she is not under an order of suspension, disbarment, or otherwise restricted in the practice of law. By signing the form under penalty of perjury the attorney declares that he or she meets the eligibility requirements to be included on the List and that the contents of the form and its attachments are true, correct, and complete.

D. Where to submit the optional Form EOIR-56:

Pro Bono List Coordinator, Office of Legal Access Programs (OLAP), Office of the Director
Executive Office for Immigration Review
5107 Leesburg Pike, Suite 1900
Falls Church, VA 20530

For more information about applying to be on the List of Pro Bono Legal Service Providers, visit the EOIR website at:
<http://www.justice.gov/eoir/probono/probono.htm>