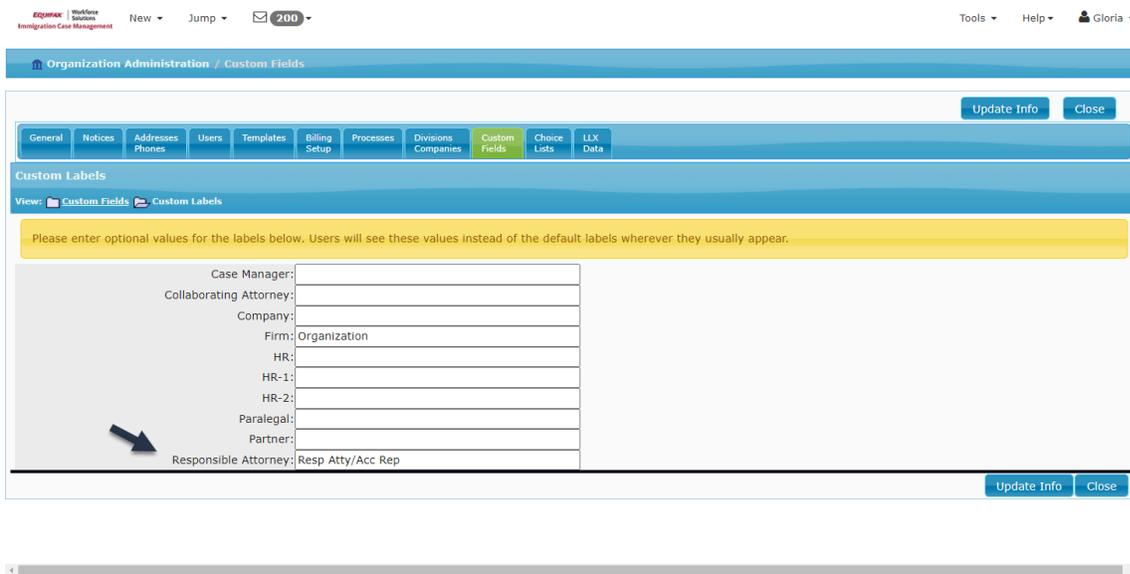


Immigration Case Management

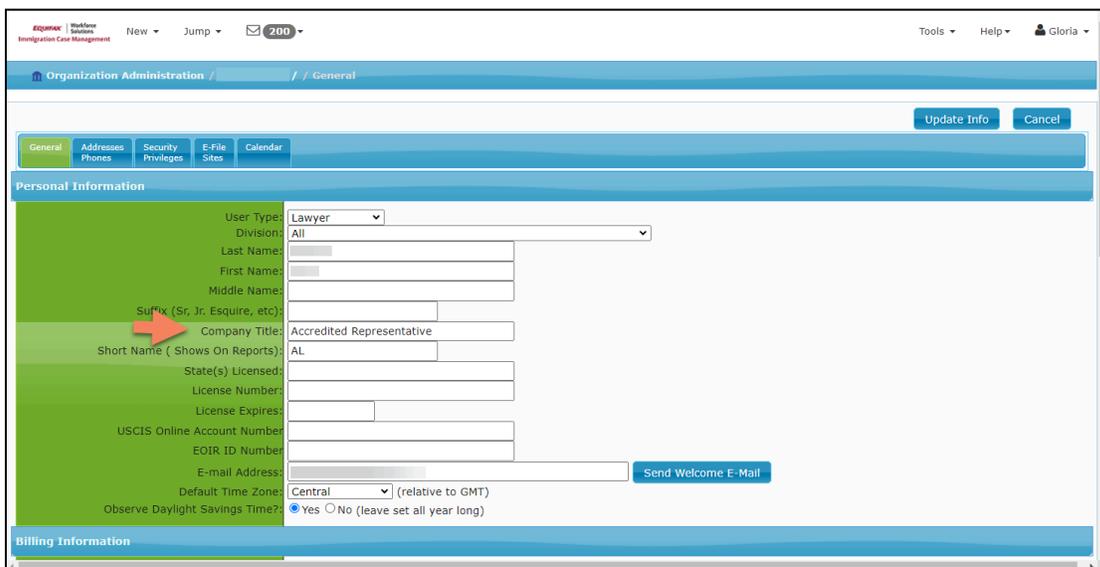
For organizations that have members of staff who are Accredited Representatives, ICM offers options to enable those accredited Representatives to display in the appropriate fields of the form G-28. There are a few minor configurations that can be made that enable this capability. The following guide will walk you through these steps.

Firm Admin settings

First create custom label for Attorney as shown below- General client practice is to re-label the Responsible Attorney label to “Resp Atty/Acc Rep”



Apply “Accredited Representative” title to the “Company Title” in the Accredited Rep User profile:



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Within the Accredited Representative User profile, on the General tab/ G-28 Defaults section, complete the following fields:

Part 2a. Checkbox (this will auto check question 2A)

Part 2C: "Date of Accreditation" has been added and will auto-populate 2C when the data is in the user profile.

Part 2B: Will populate from "Organization Name"

The screenshot shows a user profile form with the following sections and fields:

- Billing Categories / Rates:** Includes a table for "Employment Based Hour/125" and a "Minimum Time Block" field (0 hours, minutes).
- Login Information:** Includes "Login Name" (hulkling), "Force User to Change Password" (Yes/No), and "Restricted Web Access" (Yes/No).
- G-28 Defaults:** Includes "First Name", "Last Name", "Middle Name", "Court of Bar Assoc." (AB123456), "Organization Name", "Attorney Associated with", and "Others (Explain Fully)".
- Part 2 a... I am an accredited Representative:** A checkbox currently set to "No".
- Part 2C... Date of Accreditation:** A "Date field".
- Part 3 and 4 items:** Several "Unselected" radio button options.

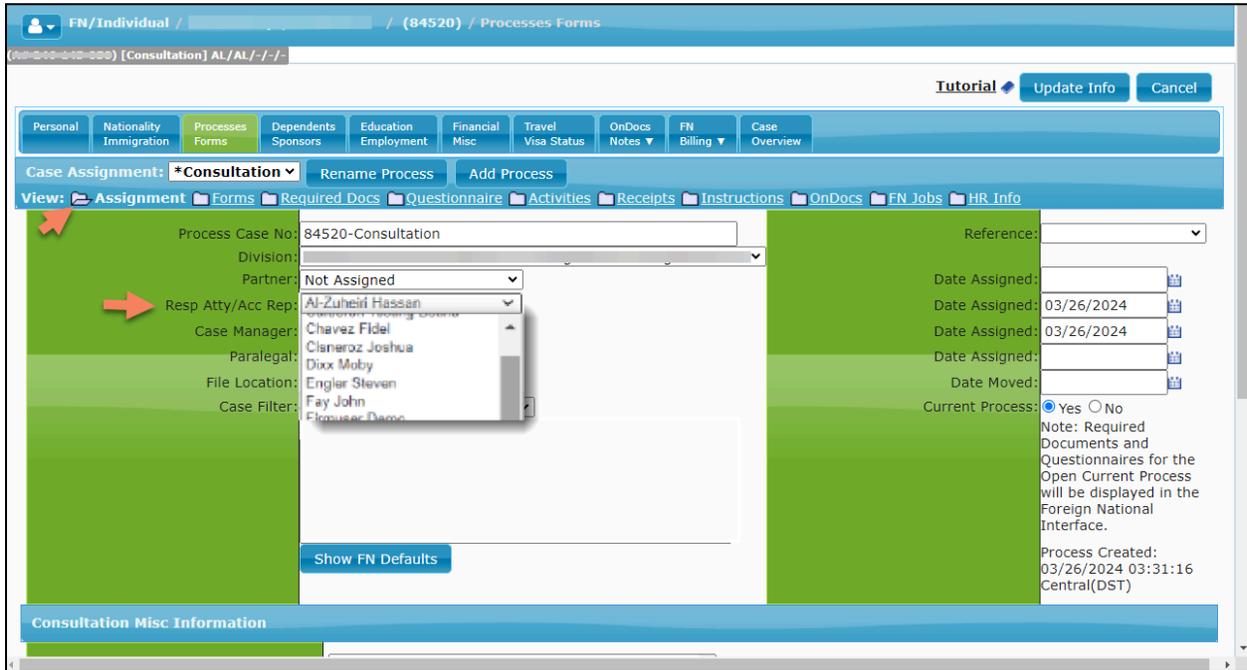
Annotations in the image:

- A white box: "Currently populates to G28. (no change needed)" with an arrow pointing to the "Organization Name" field.
- A yellow box: "New Field and will auto populate G28 Part 2 A" with an arrow pointing to the "Organization Name" field.
- A yellow box: "New Date field, will auto populate G28 Question 2C" with an arrow pointing to the "Date of Accreditation" field.

Buttons at the bottom: "Update Info", "Cancel", "Retire This User".

Immigration Case Management

From within a client case file Assignments tab- Assign the Accredited Representative to the **Resp Atty/ Acc Rep** field:



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Create G28 - The Responsible attorney/Accredited Rep will post to the G28 automatically. Users will have the option to reset the attorney on the form. The accredited rep user profile will be part of the list of Users within the Reset Attorney list

The screenshot shows the DHS Form G-28, 'Notice of Entry of Appearance as Attorney or Accredited Representative'. At the top, there are buttons for 'Save and Close', 'Update Info', 'Save and Lock', 'Preview', 'Form Help', and 'Cancel'. The form is divided into two main sections: 'Part 1. Information of Attorney or Accredited Representative' and 'Part 2. Eligibility Information for Attorney or Accredited Representative'. A blue button labeled 'Reset Attorney' is highlighted with a black box. A dropdown menu titled 'Select Attorney' is open, displaying a list of names including Al-Zuheiri Hassan, Chavez Fidel, Cisneroz Joshua, and others. The form fields include 'USCIS Online Account Number', 'Name of Attorney or Accredited Representative', 'Family Name (Last Name)', 'Given Name (First Name)', 'Middle Name', 'Address of Attorney or Accredited Representative' (Street Number and Name, Apt./Ste./Flr., City or Town, State, ZIP Code, Province, Postal Code, Country), and 'Contact Information of Attorney or Accredited Representative' (Daytime Telephone Number). The 'Select Attorney' dropdown menu is currently showing 'Al-Zuheiri Hassan' as the selected option.

Immigration Case Management

G28 will populate as shown below :

The image shows a screenshot of the 'Notice of Entry of Appearance as Attorney or Accredited Representative' (Form G-28) from the Department of Homeland Security. The form is divided into two main sections: Part 1 (Information About Attorney or Accredited Representative) and Part 2 (Eligibility Information for Attorney or Accredited Representative). Callouts on the left point to specific fields in Part 1, and callouts on the right point to specific questions in Part 2.

Part 1. Information About Attorney or Accredited Representative

1. USCIS Online Account Number (if any) []

Name of Attorney or Accredited Representative

2.a. Family Name (Last Name) [Verburg] **Callout: Accredited Rep from User profile**

2.b. Given Name (First Name) [Jacob-Firm User] **Callout: Accredited Rep from User profile**

2.c. Middle Name []

Address of Attorney or Accredited Representative

3.a. Street Number and Name [st num st name] **Callout: Accredited Rep from User profile**

3.b. Apt. Ste. Flr. [1]

3.c. City or Town [city]

3.d. State [state] 3.e. ZIP Code [12345]

3.f. Province []

3.g. Postal Code []

3.h. Country [USA]

Contact Information of Attorney or Accredited Representative

4. Daytime Telephone Number [0000000000]

5. Mobile Telephone Number (if any) []

6. Email Address (if any) [jacob.verburg@equifax.com]

7. Fax Number (if any) [1313111311]

Part 2. Eligibility Information for Attorney or Accredited Representative

Select all applicable items.

1.a. I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest courts of the following states, possessions, territories, commonwealths, or the District of Columbia. If you need extra space to complete this section, use the space provided in Part 6, Additional Information. Licensing Authority [] **Callout: Question 2a will populate from User Profile**

1.b. Bar Number (if applicable) []

1.c. I (select only one box) am not am subject to any order suspending, enjoining, restraining, disbaring, or otherwise restricting me in the practice of law. If you are subject to any orders, use the space provided in Part 6, Additional Information to provide an explanation. **Callout: Question 2b and 2c will populate from User profile**

1.d. Name of Law Firm or Organization (if applicable) []

2.a. I am an accredited representative of the following qualified nonprofit religious, charitable, social service, or similar organization established in the United States and recognized by the Department of Justice in accordance with 8 CFR part 1292. **Callout: Question 2b and 2c will populate from User profile**

2.b. Name of Recognized Organization [Org Name]

2.c. Date of Accreditation (mm/dd/yyyy) [04/15/2024]

3. I am associated with [] the attorney or accredited representative of record who previously filed Form G-28 in this case, and my appearance as an attorney or accredited representative for a limited purpose is at his or her request. **Callout: Question 2b and 2c will populate from User profile**

4.a. I am a law student or law graduate working under the direct supervision of the attorney or accredited representative of record on this form in accordance with the requirements in 8 CFR 292.1(a)(2). **Callout: Question 2b and 2c will populate from User profile**

4.b. Name of Law Student or Law Graduate []

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