

**Transformative Training Solutions with
Immigration & Naturalization Attorneys present:**

Family Immigration Law Training Intensive Curriculum

Note: Attorneys are required to bring a notebook computer with wireless internet capability and a copy of Kurzban's Immigration Law Sourcebook. These trainings are not lectures: under our supervision you will prepare complete cases during the training. The sessions are highly interactive and utilize accelerated learning techniques designed for maximum retention.

Day 1: Creating a Turn Key Immigration Law Office

1. Creating a turn key immigration law office that produces consistent results for you and your clients
2. Managing accounting systems, lines of credit and budgeting for long-term profitability
3. How to best use legal research services and practice materials to save time and increase approval rates for your cases
4. Creating the most effective marketing and websites to sell your services 24 hours a day
5. How to target your best client and avoid problematic clients
6. Capitalizing from advertising and social networking to build your reputation as an expert
7. Designing business systems that support your practice to create ease and minimize costs
8. Contracts and fee setting: How to maximize customer satisfaction and profit
9. Productive initial telephone consultations and needs assessments
10. Effective case design, fee setting and negotiations to enhance client loyalty
11. Drafting client-centered contracts and change orders to create reasonable fees and maximize profits
12. Creating innovative collections systems that work consistently

Day 2: Non-Citizen Processing at Foreign Embassies

You will learn and practice how to file and effectively manage all of the following types of cases:

1. Fiancée Visas
 - a. Overview
 - b. Requirements and strategies for USCIS/NVC/Consulate Processing for your clients
 - c. Fighting against grounds of inadmissibility & getting waivers for past bad actions
 - d. How to prepare affidavits of support for your clients and managing the long-term liabilities
 - e. Approvals/denials - how to manage client expectations
 - f. Requesting supervisory review and advisory opinions for cases improperly denied
2. Marriage and family visas
 - a. Overview

- b. How to determine visa availability and use the department of state visa bulletin

Day 3: 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:

1. Adjustment of status to permanent resident cases
 - a. Overview
 - b. How to work effectively with USCIS District Offices
 - c. How to obtain work authorization and travel documents
 - d. Preventing and defending charges of deportability & obtaining waivers for your clients
 - e. Reviewing approvals and denials and advising your clients of their next steps
 - f. Strategies for filing motions to reopen to the Administrative Appeals Unit and appeals to federal court
2. Citizenship & naturalization
 - a. Overview
 - b. Timing the filing of the application
 - c. Reviewing your clients' immigration and criminal history to prevent denials and removals
 - d. Disability waivers for your clients who cannot pass the test

Please contact us with questions or to register at:
800-764-0626 or contact@transformativetraining.com

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