

# IMMIGRATION JUSTICE CAMPAIGN

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## Parole: A Brief Guide

### Introduction

Parole for people in immigration detention is an administrative proceeding for the purposes of asking Immigration and Customs Enforcement (“ICE”) to release your client from immigrant detention.

**Note that this is not a proceeding before an immigration court. Therefore, you do not need to file anything with the courts—you should NOT file an EOIR-28 for a parole application and do not need to serve opposing counsel with your submissions to ICE.** An overview of the law governing parole is available in a separate document entitled [Parole from ICE Detention: An Overview of the Law](#), available on the “Parole” page of the training section of our website.

### Step-by-Step

1. **Contact Your Client.** In your referral email, you should have received information to contact your client. Each detention center has different mechanisms for setting up legal calls with your client, so be sure to follow those instructions and contact your mentor via office hours or email if you encounter any problems. **This step takes persistence.** In the best of times, contact with clients via phone or video chat can be difficult. It may require repeated calls to the detention center and/or emails to contact people. You should be in contact with your client **within 1 week of case referral.**
2. **Complete a G-28 Notice of Appearance.** You should begin this step **while you are arranging your first client call.** Because our local service providers are not regularly visiting the detention centers during the pandemic, this step has become more complicated. As of January 2021, ICE should be accepting a G-28 with “detained” in the signature line (after confirming this with your client in your first phone call).
3. **Collect Supporting Documents.** For parole requests in all districts, you will need to provide some version of the following:

- Proof of client's identity
- A letter from a sponsor that follows the sample on our website
- Proof of sponsor's immigration status (either US citizenship or LPR status)
- Proof of sponsor's income (ideally a tax return)

Additionally, some districts require proof of residence for a sponsor, or require that proof of the client's identity be an original document. If you did not receive specific instructions in your referral email as to what to include, contact your mentor during office hours or via email. **Often, ICE has your client's identity document, having confiscated it at the time of your client's arrest.** You can ask your client's deportation officer to confirm.

- 4. Preparing Your Submission.** Your submission will include your memo, (we have samples of general parole request memos on the [Parole](#) page of our website, and attached exhibits beginning with your G-28 and then your supporting documents. **Your mentor will be happy to review your submission before you send it to ICE.**
- 5. Submitting Your Parole Packet.** Your referral materials will have the specific email address for submitting your parole packet if you did not receive it in your referral email. **We strongly suggest that you attach to your submission any recent guidance ICE has issued about adjudicating parole requests during the coronavirus pandemic.** You should also make clear in your subject line and in the body of the email what type of parole request you are making.
- 6. Following Up.** You should email your client's deportation officer 1 week after submission to ensure that s/he has received the request. While you can follow up via telephone, if you are not getting an adequate response, email is preferable. As always, if you encounter problems or do not receive any response to your request after 1 week, please contact your mentor via office hours or email.

Thank you for agreeing to take on this important work. Immigration Justice Campaign technical assistance attorneys are ready to help you in any way, and we hope this document helps you get started.