How To Prepare Your Case

Once you have determined that my office can assist you, please follow the steps listed below to ensure that my staff can assist you more efficiently.

STEP ONE: Complete the casework authorization form.

The Privacy Act mandates that we have your written consent before a caseworker can obtain facts about your case. Please print out and complete the appropriate form below:

- Immigration Casework Authorization Form
- General Casework Authorization Form

Be sure to complete and sign the form before returning it to my office .

STEP TWO: Gather relevant documents.

You must provide my staff with any paperwork you have pertaining to your case. This may include:

- Most recent correspondence sent to/received from the agency (letters, decisions, notices, etc.)
- Receipts for applications filed and fees paid
- Medical documentation (if applicable)
- Financial records (if applicable)
- Other letters of support

*Please provide **copies** instead of original documents unless specifically requested.*

STEP THREE: Send or deliver all forms and documentation to my office by mail, fax or in person.

Click here to return to the Casework home page.