

How to be a Client of ILS

ILS serves people with residence inside the Diocese of Grand Rapids, and those living in other dioceses in Michigan if there is no Catholic program available.

ILS serves persons from households earning under 200% of the federal poverty guidelines. We can use last year's income, or current household income, to qualify you for our services.

You will need to prove your income before we can accept your case.

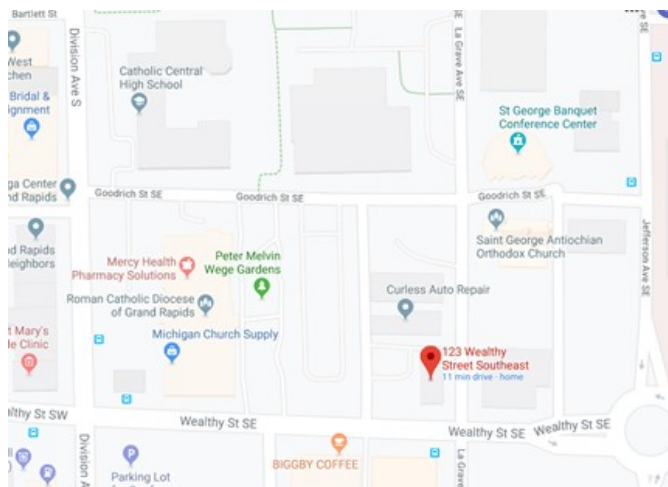
To request an appointment, please scan the QR code below and fill out an Appointment Request form. Otherwise, you can call the office at (616) 551-4746 and the secretary will send you an email with a link to this form. This form allows us to receive more information about you and your case. Within two business days, we will review your request and communicate whether your request has been declined or whether we can schedule you a consultation.



Please keep in mind that if you have to cancel an appointment, it may be several weeks before we can put you on the calendar again.

About the Diocese of Grand Rapids

The Diocese of Grand Rapids was established in 1882 and originally consisted of the northern and western parts of the lower peninsula. Since 1971, the diocese has comprised of 11 counties in West Michigan including Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, and Ottawa. In union with our Holy Father through schools, hospitals, in churches, families, and organizations, we seek to bring truth and justice, the mercy and love, and the greatest peace of Christ to our society.



Immigration Legal Services
Servicios Legales de Inmigración

123 Wealthy St. SE

Grand Rapids, Michigan 49503

Phone: (616) 551-4746

www.grdiocese.org

Nicole Iraola, Esq.
Interim Director

Rosa Zarate
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Legal Assistant



Diocese of Grand Rapids

**Immigration Legal Services
(ILS)**

Services Guide



Effective December 2022

ILS Services

Consultation fees are due within 48 hours from the time the consultation appointment has been made and once and/or within 48 hours from when the consultation agreement has been completed.

Service fees are due at the time of finalizing the applications or petitions for submission to USCIS.

Applications will not be released to the client or mailed to USCIS under any circumstance if the service fees have not been paid in full.

Additional and separate fees are due to the government at the time of filing the petition. These fees vary.

General:

Consultation fee	\$40
Continuation fee	\$40
Request and review of immigration file:	\$100
Additional Agencies	\$50
Translation (varies, but normally)	\$20
Research fee	\$100

Replacements/Renewals:

Renew/replace 10-year residency card	\$130
Renew/replace 2-year residency card	\$250
With Waiver	\$350
Replace citizenship certificate	\$100
Replace lost I-94 card	\$100
Request duplicate approval/consular notification	\$100

Refugee/Asylee Processes:

Refugee/Asylee relative petition	\$300
Each additional relative:	\$100
Refugee/Asylee/Cuban adjustment of status	\$150
Work permit application/renewal	\$130
if filed with adjustment of status	\$50
Refugee Travel Documents/Re-entry Permits	\$130

DACA & TPS:

DACA Renewal, includes work permit	\$180
Initial TPS, includes work permit	\$300
Renewal TPS, includes work permit	\$230
Advance Parole	\$200

Family Processes:

Fiancée petition	\$300
Consular Processing for Fiancée	\$400
Co-sponsor I-134	\$100
Relative petition (spouse)	\$280
Relative petition (non-spouse)	\$230
Consular Processing for Relative	\$350-450
Accompanying derivatives	\$200-250
I-864 (Co-sponsor)	\$100
Adjustment of Status (One- Step) with EAD	\$550-600
Adjustment of Status (Pref under 245i) and EAD	\$400

Citizenship:

Naturalization	\$230
with Medical Exception	\$350
Citizenship Certificate under CCA	\$150
Under another provision	\$200
Consular Report of Birth Abroad	\$350

Crime Victims:

U Visa Adjustment of Status with work permit	\$350
VAWA Petition	\$200
VAWA Adjustment of Status with work permit	\$350
VAWA One-step with work permit	\$550

Preparing for the appointment

The first appointment with the attorney is the chance for you to meet the attorney, see if you would be a good match, and explain what kind of help you are looking for.

This is also when the attorney can begin to determine if they can help with your case, if they need more information and whether you are a good match.

If the attorney believes they might be able to help you, they will issue you a list of items and ask you to collect the items. When you have collected the items, you can then make a continuation appointment to continue evaluating your case.

At this point, you are free to hire a different attorney, and ILS is free to refuse your case.

When you attend your appointment, be ready with the following things:

- Proof of low income: public benefit letters, or most recent year's income tax return plus current pay stubs from every-one in the house who is working
- Whatever immigration documents or ID documents you have
- Whatever correspondence from immigration agencies you have
- Whatever else that may be helpful to the attorney, such as criminal records or civil documents.

Fee Waiver Policies

No one will be refused service for inability to pay.

A waiver of all or part of a service fee may be available to families when fees to ILS exceed \$2,000 and the aggregate family income falls below 125% of the poverty line. This waiver is granted at the discretion of the Program Director.

A waiver of all or part of the consultation or service fee may be available if the client is residing at a domestic violence shelter or a homeless shelter at the time of service.

General Policies

Be on time. If you arrive too late, we may not be able to see you, and there may not be any more consultation appointments available for many weeks.

If you call us and no one is available to take your call, leave a message with your name and telephone number.

Please review our full list of policies posted at the office.