

# SCIJ Partner Attorney Guide

## Overview

The Student Clinic for Immigrant Justice (SCIJ) trains and mobilizes college students to assist in pro bono legal support for asylum seekers and to organize for immigrant justice. In order to accomplish this goal, SCIJ pairs trained students with partner immigration attorneys to work on asylum cases. During this process, SCIJ supports students through case rounds, feedback, and workshops.

Since 2020, 97% of SCIJ’s partner attorneys have reported they would recommend SCIJ to other attorneys. Through this collaboration and by having students take on a large share of the casework, students increase the capacity of attorneys. In addition, as SCIJ continues to grow and improve, students further develop their legal skills and immigration knowledge, this only further expands the capacity of attorneys and students alike.

*“SCIJ advocates did an incredible job of independently meeting with the client each week to develop the asylum affidavit... This allowed me to work on other aspects of the client’s immigration case, and we were able to accomplish more in a shorter amount of time. I highly recommend working with SCIJ.”*  
 - Alissa Weinberger, Esq.

## Partner Attorneys

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| Bade Law Group                      | Law Office of Ondine Galvez Sniffin |
| Bremer Law & Associates             | Law Office of Saikon Gbehan         |
| Cameron Micheroni & Silvia          | Mabel Center for Immigrant Justice  |
| Catholic Charities Worcester County | McHaffey and Nice                   |
| Central West Justice Center         | MetroWest Legal Services            |
| Curran, Berger & Kludt              | Mills & Born                        |
| Escano Law Firm                     | Molina Flynn Law Offices            |
| Fru Law Firm                        | Northeast Justice Center            |
| Glickman Sugarman et. al.           | Patrick Long Law Firm               |
| Immigration Solutions               | Precoma Law                         |
| Law Firm of Melanie Shapiro         | Progreso Latino                     |
| Law Office of Camila R. Ransom      | RI Immigration and Family Law Group |
| Law Office of David Spitzer         | Sanctuary for Families              |
| Law Office of Johanna M. Herrero    | Santelises Law                      |
| Law Office of Marcela Ordenez       |                                     |

Join SCIJ’s 20+ partner attorneys and organizations in becoming a part of a shared network advocating for immigrant justice. In order to have one of SCIJ’s trained students paired with you, complete [SCIJ’s Partner Attorney Interest Form](#). SCIJ can only support a limited number of attorneys so make sure to submit the form as soon as possible.

To learn more about how all of this works, continue through this guide. You’ll find additional logistical information, a case planning checklist, case timeline

and school calendars, a FAQs section, and a sample MOU. If you think of any questions that aren’t answered here, please reach out to SCIJ at [info@SCIJimmigration.org](mailto:info@SCIJimmigration.org) and we’ll get back to you as quickly as possible.

SCIJ alone cannot fix the systemic issues of the U.S.’s immigration system which is why we are committed to working with and supporting other people and organizations in this fight. As Malcom X famously said, “We’re not outnumbered. We’re out organized.” We are stronger together. Join SCIJ’s network and let’s work together for immigrant justice and liberation.

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## How it Works

### Becoming a Partner

Immigration attorneys are invited to submit [SCIJ's Partner Attorney Interest Form](#) if they would like to work with SCIJ's student Immigration Advocates. After SCIJ has received your Interest Form, SCIJ will contact you for an initial brief conversation about your interest in SCIJ's Legal Justice program.

If you and SCIJ agree you are a good fit for SCIJ's program, SCIJ will pair you with two trained students that most closely match the needs of the particular case you and the students will work on together.

During the fall semester, trained students and attorneys are paired in August and September and begin working together on an asylum case in September. During the spring semester, the pairing process happens in January and the start of the case begins in January. Attorneys are welcome to bring an existing asylum case or take on a case referred by SCIJ.

Once you are paired with the trained students, SCIJ will connect you all to set up an initial meeting where you will both [create a plan](#) for what the Advocates will work on, how you will both communicate, and the different "touchpoints" for collaboration. In general, Immigration Advocates will work on the following portions of the asylum case:

- (1) Intake
- (2) I-589
- (3) Client Declaration
- (4) Fact-finding evidence
- (5) Country Reports
- (6) Witness Declarations

You must agree to fully commit to providing representation for the asylum seeker and working with the trained students. If you join SCIJ's Legal Justice program, you will complete an MOU outlining the responsibilities of each party (see the end of this guide for a sample MOU).

Pending your approval, if SCIJ is not able to pair you with an Advocate, SCIJ will reconsider your Interest Form for the following semester.

## Eligibility

Attorneys interested in being paired with Immigration Advocates must:

- (1) Have been admitted to the Bar and in good standing;
- (2) Have experience in asylum law;
- (3) Either live in Worcester or the Worcester-area, Providence or the Providence-area, Boston or Greater Boston area, or be comfortable working with the Immigration Advocates and client remotely; and
- (4) Either:
  - (a) Already have an asylum case which is in the initial intake phase;
  - (b) Already have an asylum case that has already been submitted but only is in a skeletal form;
  - (c) Already have a new asylum case; or
  - (d) Take on an asylum case referred by SCIJ, pending your agreement that the asylum case is viable.
- (5) Provide representation *pro bono* for the selected asylum seeker's case.

## Responsibilities

If you are paired with SCIJ's trained students and agree to serve as a Partner Attorney, we ask that you:

- (1) Spend 20-30 hours over 3 months with the trained students on the asylum case you have selected to provide legal representation for;
- (2) Provide feedback to students on how they can improve their legal work;
- (3) Ensure students are engaged in the case intake, development, and submission processes;
- (4) After submitting the final asylum application, complete a feedback survey in a timely manner; and
- (5) At the end of working on a case with SCIJ's Immigration Advocates, consider making a donation to support SCIJ's Legal Justice program and ensure SCIJ can provide this free support to attorneys.

## Questions

If you have any questions, contact SCIJ's Executive Director, Jonathan Goldman, at [jgoldman@SCIJimmigration.org](mailto:jgoldman@SCIJimmigration.org). The next 3 pages also provide a visual representation of this information.

## How it Works



## Types of Cases



All cases placed with SCIJ students must be *pro bono*.



All cases must be affirmative or defensive asylum.



Cases must be 'new' (i.e. intake process or earlier) or previously submitted skeletally.

## Pairing Process



There will be 2 students paired on each case.



Attorneys can be from law firms, legal services organizations, or be retired.



Attorneys must have experience in asylum law.

## Case Flow



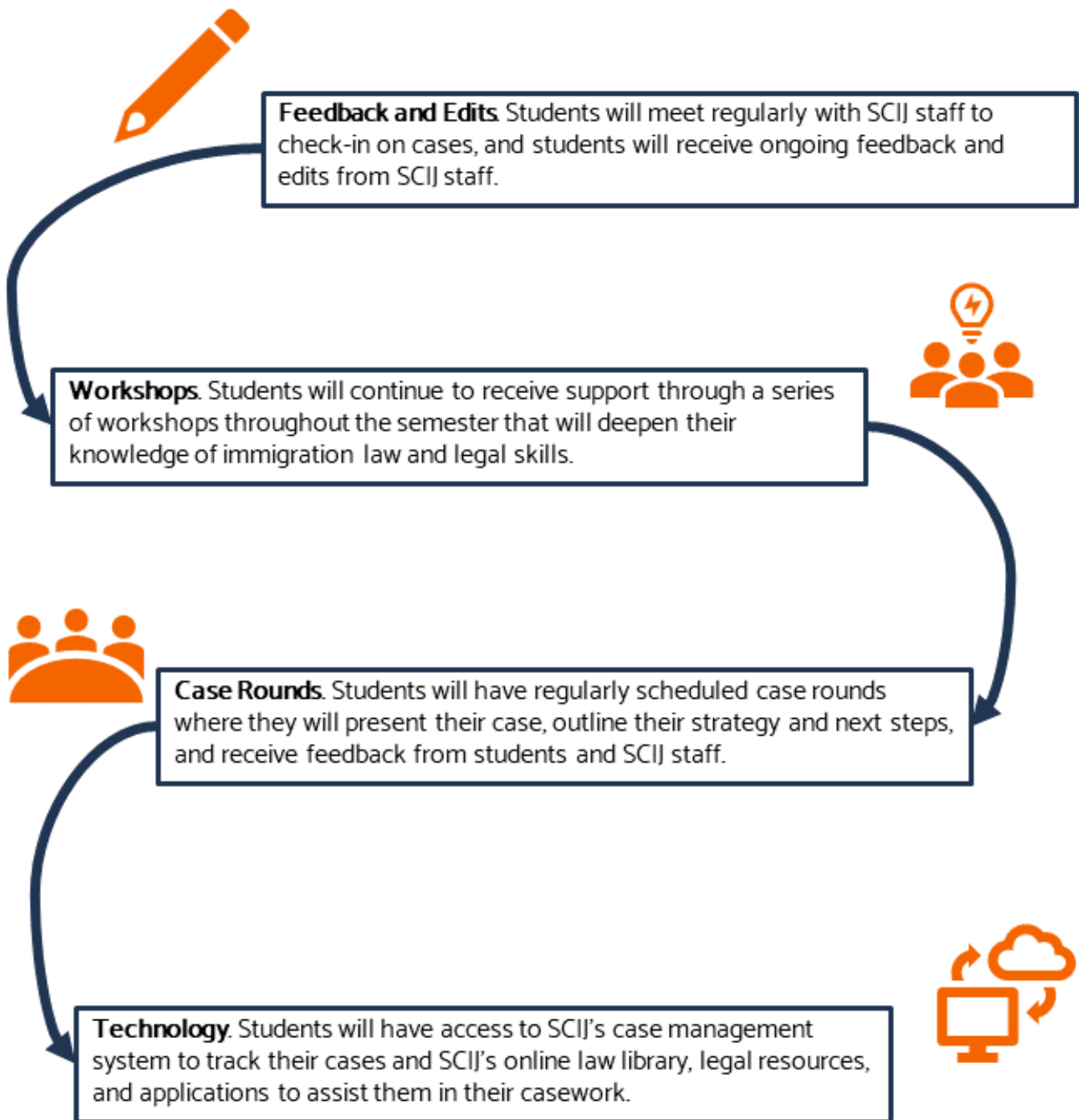
Partner attorneys and students create a plan for working together.



SCIJ supports students throughout the case process with feedback and edits.



The partner attorney submits the asylum application and is the attorney of record.



# Attorney & Advocate Case Planning Checklist

This checklist is designed to help SCIJ’s Partner Attorneys and Immigration Advocates develop a plan to effectively work together during the semester. [Click here to make a copy of this document](#) that you can use for your partnership.

What will the Immigration Advocates work on?

- Intake
- I-589
- Client Declaration
- Fact-finding evidence
- Country Reports
- Witness Declarations
- Other

Communication

- The best mode of communication for the Partner Attorney is (check all that apply)
  - Email
  - Phone
  - Text
- The best mode of communication for the Immigration Advocates is:
  - Email
  - Phone
  - Text
- The Partner Attorney’s email is [insert below] and phone number is [insert below].

Email:	Phone:
--------	--------

- The Immigration Advocates’ emails are [insert below] and phone numbers are [insert below], respectively.

Email:	Phone:
Email:	Phone:

Plan for touching base and/or meeting

- We will meet (circle one): As Needed, Weekly, Bi-Weekly, Every 3 Weeks, Monthly, Other
- Are there certain days/weeks/deadlines to be aware of (case deadlines, student vacations, etc.)?



## Sample Case Timeline (Fall)

### Stage 1: Case Preparation (9/1-9/17)

- Students and attorney meet to discuss a plan for the semester
- Students reviews any case notes or intake form
- Students prepares outline for client meeting
- If applicable, contact an interpreter/translator

### Stage 2: Beginning on the Case (9/18-10/31)

- Have initial client meeting
- Begin to prepare I-589 & affidavit (2-6 weeks, several client meetings)
- If applicable, schedule psychological and/or medical evaluation (12 weeks to obtain an appointment)

### Stage 3: Building the Case (11/1-11/22)

- Continue preparing I-589 & affidavit
- Schedule expert witnesses, if applicable (6-8 weeks)
- Compile Country Conditions
- Compile corroborating documentation
- Affidavits from family members
- Begin case index

### Stage 4: Compiling the Case (11/29-12/6)

- Finalize case index
- Identify any missing documents
- Review key components with client
- Complete any edits

### Stage 5: Finalizing (12/6-12/8)

- Conduct a final review of the case with the client
- Summarize case strengths and weaknesses

## Sample Case Timeline (Spring)

### Stage 1: Case Preparation (1/18-2/3)

- Students and attorney meet to discuss a plan for the semester
- Students reviews any case notes or intake form
- Students prepares outline for client meeting
- If applicable, contact an interpreter/translator

### Stage 2: Beginning on the Case (2/4-3/19)

- Have initial client meeting
- Begin to prepare I-589 & affidavit (2-6 weeks, several client meetings)
- If applicable, schedule psychological and/or medical evaluation (12 weeks to obtain an appointment)

### Stage 4: Compiling the Case (4/18-4/25)

- Finalize case index
- Identify any missing documents
- Review key components with client
- Complete any edits

### Stage 3: Building the Case (3/20-4/17)

- Continue preparing I-589 & affidavit
- Schedule expert witnesses, if applicable (6-8 weeks)
- Compile Country Conditions
- Compile corroborating documentation
- Affidavits from family members
- Begin case index

### Stage 5: Finalizing (4/25-4/28)

- Conduct a final review of the case with the client
- Summarize case strengths and weaknesses

## SCIJ's Legal Justice Program FAQs

### Questions

- [1. I'm based in Boston and the client I'm working with lives in Boston. Can I still have a WSU or Brown student work with me?](#)
- [2. Can students work with me on non-asylum-related casework?](#)
- [3. Are students insured? Do they fall under my insurance? How does insurance work?](#)
- [4. What happens during the summers?](#)
- [5. How much time should I expect to spend on the case?](#)
- [6. What is the timeline for partnering with SCIJ?](#)
- [7. What happens if the student I'm paired with is unable to continue working on the case?](#)
- [8. How much training will students have before being paired with me?](#)
- [9. How will students be supported by SCIJ throughout this process?](#)
- [10. What happens if an attorney must withdraw from a case?](#)
- [11. I'm having issues getting in touch with my Immigration Advocate. What should I do?](#)
- [12. What happens if there are issues in the attorney-Immigration Advocate relationship?](#)
- [13. What happens if the case isn't submitted by the end of the semester?](#)
- [14. How can attorneys provide feedback and advice to SCIJ?](#)

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### 1. I'm based in Boston and the client I'm working with lives in Malden. Can I still have a WSU or Brown student work with me?

All clients must be based in Worcester, the greater Worcester community, Boston, the greater Boston Community, Providence, or the greater Providence community.

### 2. Can students work with me on non-asylum-related casework?

SCIJ's program is currently exclusively focused on asylum. If the partner attorney and student decide they would like to work together on other types of immigration casework, that is up to them, however, SCIJ is unable to provide support and SCIJ's insurance does not cover other forms of legal work.

### 3. Are students insured? Do they fall under my insurance? How does insurance work?

SCIJ carries insurance for all students involved in SCIJ's programs. With that said, when students are working with attorneys, their legal work falls under the supervision of the partner attorney so the partner attorney's insurance would cover the student.

### 4. What happens during the summers?

During the summers, most students will not be able to continue working on the case so attorneys will take over if there is anything incomplete and/or for any hearings and next steps. However, sometimes students are granted internships or summer positions that allow them to continue casework in the summer months.

### 5. How much time should I and the student expect to spend on the case?

Based on the estimate that an average case takes between 150-200 hours and students will be taking on 80% of the work, SCIJ 5%, and partner attorneys 15%, we expect partner attorneys to spend 20-30 hours per case over 4 months. We expect students to spend a combined 130-170 hours per case over 4 months, with an average of 3-5 hours per week per student.

### 6. What is the timeline for partnering with SCIJ?

During the fall semester, attorneys and students are paired during August and September, begin working on the case in September, and complete the case by December.

During the spring semester, attorneys and students are paired during January and start the case in January, and complete the case by May. Sometimes, SCIJ is able to accommodate cases starting later than January, depending on what is expected to be completed.

Completing the case could mean fully submitting the application or it could mean students completing a specific part of the asylum application.

## **7. What happens if the student I'm paired with is unable to continue working on the case?**

In the event that a student is unable to continue working on an asylum case they have been paired with, SCIJ expects attorneys will take over the case and ensure the applicant is still given high-quality legal help. When possible, SCIJ will work to pair a different student with the attorney.

## **8. How much training will students have before being paired with me?**

Newly trained students will have completed SCIJ's 14-session Immigration Law and Organizing training program prior to being paired with attorneys. Some students will have completed SCIJ's training program and worked on at least 1 case if they've already been a part of SCIJ for 1 full academic year.

## **9. How will students be supported by SCIJ throughout this process?**

SCIJ provides ongoing support to students and partner attorneys while they work on a case together. Students are supported through case rounds, feedback, bi-weekly check ins and workshops. SCIJ's goal is to lessen the workload taken on by the partner attorney by ensuring students are presenting high-quality drafts along each step of the asylum process.

## **10. What happens if an attorney must withdraw from a case?**

In the event that an attorney must withdraw from a case, we expect attorneys to find alternative counsel to represent the client. SCIJ will assist in this process and, when possible, SCIJ may be able to provide full representation for the client.

## **11. I'm having issues getting in touch with my paired student. What should I do?**

If you are having issues getting in touch with your paired students via their SCIJ email (no response within 3 or more business days), we would recommend first trying to reach them via phone or text. If you still haven't heard back from them within 2 more business days, please contact SCIJ and we will reach out to the student.

## **12. What happens if there are issues in the attorney-student relationship?**

As SCIJ is still a developing organization, we expect there will be some unforeseen challenges we run into. We ask partner attorneys to be patient and communicate with SCIJ if any such challenges arise. In the event that one or both trained students partnered with an attorney are creating an unsustainable relationship and not meeting their deadlines and requirements on a case, SCIJ will do its best to mediate the situation and/or find a student who can step in to join on the case.

## **13. What happens if the case isn't submitted by the end of the semester?**

In the event that students have left campus before a case is submitted, SCIJ expects the students to continue providing support on the case. If this is not possible or does not make logistical sense based on the status of the case, SCIJ will support the partner attorney and trained students in creating a transition plan for the case. Where possible, SCIJ staff will also provide support on the case.

## **14. How can attorneys provide feedback and advice to SCIJ?**

In addition to an end of the semester survey, SCIJ also encourages partner attorneys to contact Jonathan Goldman, SCIJ's Executive Director, at [jgoldman@SCIJimmigration.org](mailto:jgoldman@SCIJimmigration.org) in order to provide ongoing feedback and advice. SCIJ encourages partner attorneys to share their ideas, experiences, and opinions on how SCIJ can improve.

# **SAMPLE** Memorandum of Understanding

*Between Student Clinic for Immigrant Justice and [Name of Partner Attorney]*

## **I. Summary**

This Memorandum of Understanding (“MoU”) is made on [date], by and between the Student Clinic for Immigrant Justice, Inc., of Waltham, Massachusetts (hereinafter referred to as “SCIJ”) and [Name of Partner Attorney] of [City, State] (the “Partner Attorney” and collectively with SCIJ, the “Parties”) for the purpose of achieving various aims and objectives relating to the use by the Partner Attorney of students who have been trained as Immigration Advocates by SCIJ (the “Project”).

WHEREAS, SCIJ and [Name of Partner Attorney] desire to promote justice and equitable treatment for asylum seekers and other immigrants;

WHEREAS, SCIJ and [Name of Partner Attorney] desire to empower asylum seekers and other immigrants and give them the support and skills they need to make a difference in their lives and communities;

AND WHEREAS SCIJ and [Name of Partner Attorney] desire to enter into the MoU between them, setting out the working arrangements that each of the Parties agree are necessary to complete the Project;

NOW THEREFORE, it is mutually agreed as follows:

## **II. Collaborating Partners**

Student Clinic for Immigrant Justice

Address: 217 Hanover St Suite 320, Boston, MA 02113

Website: <https://www.scijimmigration.org/>

Telephone: 617) 221-4437

E-mail: [info@SCIJimmigration.org](mailto:info@SCIJimmigration.org)

Primary contact(s):

(a) Jonathan Goldman, SCIJ Executive Director, [jgoldman@SCIJimmigration.org](mailto:jgoldman@SCIJimmigration.org)

[Name of Partner Attorney]

Address:

Website:

Telephone:

Fax:

E-mail:

### **III. Background of the Project**

SCIJ's mission is to provide representation for all asylum seekers and to fight for a socially just immigration system by training students to become immigration advocates ("Immigration Advocates") and by harnessing their idealism and energy for social transformation.

SCIJ trains students to provide free legal services to asylum seekers and to organize for immigrant justice. SCIJ's legal services include both remote and direct casework. SCIJ's legal services are provided by Immigration Advocates who are overseen by a supervising attorney. SCIJ also engages students in court watching and immigrant accompaniment.

The Partner Attorney has agreed to serve as a supervising attorney for up to two (2) Immigration Advocates.

### **IV. Scope**

While the exact scope of work will be agreed upon between SCIJ and the Partner Attorney once Immigration Advocates have been identified and assigned to the Partner Attorney, as a general matter the Parties anticipate that the Immigration Advocates will assist the Partner Attorney in the following areas of a typical asylum case:

1. Intake
2. I-589 preparation
3. Client Declaration
4. Fact finding evidence
5. Country Reports
6. Witness Declarations
7. Outlining the legal brief



## V. Responsibilities of the Parties

- a. Both Parties shall:
  - (1) meet bi-annually (or more frequently as needed) to share and discuss any insights, lessons learned, and/or requests for additional functionality that could benefit immigrants, asylum seekers, and/or students; and
  - (2) if mutually agreed, announce and co-market the collaboration between the Parties once finalized and implemented, including but not limited to a joint press release announcing the collaboration, joint blog posts published on both Parties' websites, and social media promotion.
  
- b. SCIJ shall:
  - (1) Ensure all SCIJ students are properly trained and have the skills necessary to become Immigration Advocates and to provide the services contemplated by this MoU;
  - (2) Identify Immigration Advocates to pair with the Partner Attorney;
  - (3) Support Immigration Advocates as they work on a case with the Partner Attorney, which support shall include but not be limited to:
    - (a) Workshops to dive deeper into crafting an effective declaration, completing the I-589, researching for case reports, indexing, and compiling the final application;
    - (b) Feedback on intake notes, declarations, country reports research, I-589, indexing, and case compiling;
    - (c) Caserounds to discuss how cases are progressing, determining next steps, identifying holes, and building case strategies; and
    - (d) Individualized support to help students through the case process.
  
- c. [Name of Partner Attorney] shall:
  - (1) Provide legal oversight to the Immigration Advocates for the designated asylum case;
  - (2) Ensure Immigration Advocates are engaged in the case intake, development and submission processes;
  - (3) Provide feedback to Immigration Advocates on how they can improve their legal work; and
  - (4) Provide feedback to SCIJ on the Immigration Advocates.
  - (5) Pending the joint determination of the Parties that the Immigration Advocate who has been paired with the Partner Attorney is ready for Accreditation with the US Department of Justice, support the Immigration Advocate in their application with a letter of recommendation.

## VI. Further Agreements

The Parties further agree as follows:

- a. This MoU does not restrict either Party from participating in similar agreements with other public or private agencies, organizations, or individuals.
- b. The Partner Attorney may either involve the Immigration Advocates in a case that originates from the Partner Attorney, or they may work on a case referred to them by SCIJ. Immigration Advocates will only work on asylum cases. Asylum cases can be affirmative or defensive and can be new or skeletal cases. SCIJ's expectation is that cases cannot be mid-way through the process or just in need of a student working on part of it, and that the Immigration Advocates will work on a case from beginning to end, but SCIJ and the Partner Attorney may mutually agree to make exceptions to this presumption. In all circumstances, any case involving use of an SCIJ Immigration Advocate must be *pro bono*.
- c. Clients should ideally be based in the greater metropolitan area of [name of city] and must be able to meet with Immigration Advocates in a mutually convenient location that can be readily accessed by public transportation.
- d. When working with Immigration Advocates on the Project, the Partner Attorney will at all times be covered by his or her own professional liability and any other applicable insurance. Immigration Advocates will be covered by insurance provided by SCIJ.
- e. The Partner Attorney acknowledges that Immigration Advocates should be treated with respect and honored for their role in creating change, and so should be treated as peers and equals. The Partner Attorney agrees to comply with the SCIJ policies regarding Anti-Discrimination and Anti-Harassment, attached to this MoU as Exhibits A and B, in all interactions with SCIJ Immigration Advocates and clients.

## VII. Confidentiality

As part of the training provided by SCIJ, Immigration Advocates are made aware of the obligation to maintain strict confidentiality with respect to all cases they may work on. Each Immigration Advocate has signed a Confidentiality Agreement pursuant to which they have agreed, among other things, to never discuss confidential client information with any

third parties, and never share or release any files or documents containing confidential client information, unless expressly authorized to do so by the client or the supervising attorney; provided, however, that Immigration Advocates may discuss their cases internally with other students as part of their SCIJ case rounds, and SCIJ will retain case files for all matters that Immigration Advocates have worked on. The Confidentiality Agreement also expressly states this confidentiality obligation exists not only during a student’s term as an Immigration Advocate, but also after his or her status as an Immigration Advocate ends. The definition of confidential client information includes, but is not limited to:

1. Identifying information about the client, including name, address or phone number;
2. Information relating to the client’s family;
3. Information regarding the client’s immigration status;
4. Information about the abuse, trauma, and/or persecution experienced by the client;  
or
5. Any other information that would identify the client or potentially place the client and/or family members at risk.

The Attorney Partner agrees to keep all personally identifiable information about SCIJ’s students confidential, unless expressly authorized otherwise by SCIJ or the student, and further agrees to cause all staff members, employees or other persons under the direct supervision of the Attorney Partner to comply with this confidentiality obligation.

## **VIII. Intellectual Property**

SCIJ shall have all right, title, and interest in and to any and all inventions, original works of authorship, developments, concepts, improvements, designs, drawings, discoveries, algorithms, formulas, computer code, ideas, trademarks, or trade secrets, whether or not patentable or registrable under patent, copyright or similar laws (collectively, “Intellectual Property”), related to SCIJ and SCIJ’s website ([www.SCIJimmigration.org](http://www.SCIJimmigration.org)) and any materials posted thereon, and the Partner Attorney shall only use Intellectual Property owned or licensed by SCIJ solely as directed by SCIJ. Notwithstanding the foregoing, SCIJ shall have no right, title or interest in any Intellectual Property owned or licensed by [Name of Partner Attorney]. SCIJ shall only use Intellectual Property owned or licensed by [Name of Partner Attorney] solely as directed by [Name of Partner Attorney].

## **IX. Use of Name**

[Name of Partner Attorney] will not use the name or logo of SCIJ, nor of any member of SCIJ’s program staff or any Immigration Advocates, in any publicity, advertising, or news

release without the prior written approval of an authorized representative of SCIJ. SCIJ will not use the name or logo of [Name of Partner Attorney, or any employee of [Name of Partner Attorney], in any publicity, advertising, or news release without the prior written approval of [Name of Partner Attorney].

## **X. No Partnership or Agency**

Nothing in this MoU is intended to, or shall be deemed to, establish any partnership between the Parties, constitute any Party the agent of another Party, or authorize any Party to make or enter into any commitments for or on behalf of any other Party. Each Party confirms it is acting on its own behalf and not for the benefit of any other person. No liability will arise or be assumed between the Parties as a result of this MoU.

## **XI. Term**

The agreements made by the Parties pursuant to this MoU shall remain in place until either Party terminates the MoU by providing at least thirty (30) days' written notice to the other Party in writing.

## **XII. Notices**

Any notice or communication required or permitted under this MoU shall be sufficiently given if emailed, or delivered in person or by certified mail, return receipt requested, to the address set forth in Section II above or to such other address as one Party may have furnished to the other in writing.

## **XIII. Miscellaneous**

This MoU shall bind and inure to the benefit of the Parties hereto and their successors and assigns. No Party shall assign, transfer or subcontract any or all of its rights and obligations under this MoU without the prior written consent of the other Parties. This MoU shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts, without reference to conflict of laws principles. This MoU, including Exhibit A and B attached hereto, contains the entire agreement among the Parties with respect to the subject matter hereof, and no Party shall have any obligation, express or implied by law, except as set forth herein. Any failure to enforce any provision of this MoU shall not constitute a waiver thereof or of any other provision of this MoU. If any provision of this MoU is found to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this MoU is

invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited. This MoU may not be amended, nor any obligation waived, except for by a writing signed by all Parties hereto.

## **XIV. Signatories**

This MoU shall be effective as of the date first written above.

### Signing for Student Clinic for Immigrant Justice

\_\_\_\_\_  
Signature Date \_\_\_\_\_

\_\_\_\_\_  
Name Title \_\_\_\_\_

### [Name of Partner Attorney]

\_\_\_\_\_  
Signature Date \_\_\_\_\_

\_\_\_\_\_  
Name Title \_\_\_\_\_

## Exhibit A

### STUDENT CLINIC FOR IMMIGRANT JUSTICE

#### EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-DISCRIMINATION POLICY

##### **I. OVERVIEW & SCOPE**

Student Clinic for Immigrant Justice (“SCIJ”) of 1124 Main St, Unit D, Waltham, Massachusetts 02451, has established an Anti-Discrimination and Equal Employment Opportunity Policy (“EEO”). This EEO policy applies to all aspects of the relationship between SCIJ and its employees, volunteers, Board of Directors, and official partners including, but not limited to, employment, recruitment, advertisements for employment, hiring and firing, compensation, assignment, classification of employees, termination, upgrading, promotions, transfer, training, working conditions, wages and salary administration, and employee benefits and application of policies. These policies apply to independent contractors, temporary employees, all personnel working on the premises, and any other persons or firms doing business for or with SCIJ. Appropriate disciplinary action will be taken against any employee or agent in breach of this policy.

##### **II. ANTI-DISCRIMINATION**

SCIJ shall not tolerate, under any circumstances, without exception, any form of discrimination based on race, creed, religion, color, age, disability, pregnancy, marital status, parental status, veteran status, military status, domestic violence victim status, national origin, political affiliation, sex, predisposing genetic characteristics, sexual orientation, gender identity and gender expression, and any other status protected by the law. This list is not exhaustive. Job promotions will be offered to employees based on merit, experience, and other job-related criteria. For qualified people with disabilities, SCIJ will make every effort to provide reasonable workplace accommodations that comply with applicable laws. All employees, managers, stakeholders, and agents at SCIJ will comply with these anti-discrimination policies. In some cases, local laws and regulations may provide greater protections than those described in this policy.

##### **III. REPORTING DISCRIMINATION**

If an employee feels that they have been discriminated against as described in this policy, they should immediately report the matter to the SCIJ Executive Director through any verbal or written means. If that contact is not available, or if the employee is not comfortable informing this contact, the employee should

immediately inform any other manager or supervisor. Once the matter has been reported it will be promptly investigated and any corrective action will be taken when deemed appropriate. All complaints of discrimination under this policy or otherwise will be handled in as confidential a manner as possible. Timely reporting is encouraged to prevent the re-occurrence of, or otherwise address, the behavior that violates this policy or law. Delays in reporting a complaint can limit the effectiveness of a response by SCIJ. The procedure for reporting incidents of discriminatory behavior is not intended to prevent the right of any employee to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

**IV. NO RETALIATION**

Retaliation against any person associated with SCIJ who reports instances of discrimination - whether they are directly or indirectly involved -is strictly prohibited by SCIJ's policies. All reported incidents are assumed to be made in good faith.

**V. DISCIPLINARY MEASURES FOR DISCRIMINATION**

Any employee engaging in behavior that violates this policy will be subject to appropriate disciplinary action, including the possible termination of employment. whether or not an actual law has been violated.

**VI. POLICY IMPLEMENTATION**

Implementation of this Policy will be effective as of September 01, 2020.

## Exhibit B

### STUDENT CLINIC FOR IMMIGRANT JUSTICE

#### ANTI-HARASSMENT POLICY

##### **1. Purpose**

Student Clinic for Immigrant Justice (hereinafter referred to as “SCIJ”) is committed to providing an environment for our members, directors, officers, employees, volunteers and persons served by the SCIJ (“Covered Persons”) in which all individuals are treated with respect and dignity and feel comfortable, safe and free from harassment of any kind.

Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, SCIJ expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, discrimination, and harassment.

In order to keep this commitment, SCIJ maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws.

Any type of harassment is a violation of this policy and may be illegal.

##### **2. Definition**

Harassment can take many forms. It may be, but is not limited to, the following:

- a. Words;
- b. Signs;
- c. Jokes;
- d. Pranks;
- e. Intimidation;
- f. Retaliation for having reported or threatened to report unlawful harassment;
- g. Visual conduct, such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail and faxes or gestures
- h. Physical contact, such as assault, unwanted touching, blocking normal movement or interfering with work directed at an employee because of the employee’s sex or other protected characteristic; or



- i. Violence.

Harassment does not have to be sexual in nature. Sexual harassment may include:

- j. Unwelcome sexual advances;
- k. Requests for sexual favors; or
- l. Other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of his or her position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is unwelcome by the receiver.

### **3. Responsibility**

A covered person is responsible for helping keep our work environment free of harassment, including the work environment of SCIJ's clients with whom you have contact. If you become aware of an incident of harassment, whether by being subjected to harassment or witnessing the incident or being told of it, you must report it to your supervisor or SCIJ's Executive Director, with whomever you feel most comfortable.

Please note, when SCIJ becomes aware of harassment, it is obligated by law to take prompt and appropriate action, regardless of whether the victim wants SCIJ to do so.

### **4. Complaint Procedure**

Any Covered Person, who believes that he or she has suffered harassment in violation of the Anti-Harassment Policy, should take the following action:

- a. If you are able to do so without conflict or danger, tell the harasser as clearly as possible that the behavior is unwelcome; and
- b. If you feel that your supervisor or person to whom you report is not taking the complaint seriously and/or you feel it would be dangerous or otherwise harmful to confront the harasser, the Covered Person may report such directly to SCIJ's Executive Director. Upon receiving such Complaint, SCIJ's Executive Director will investigate the complaint and recommend to the Chair of SCIJ's Board of Directors appropriate steps, including corrective disciplinary action, that should be taken to secure and maintain an environment free of any form of harassment.

### **5. Confidentiality**

SCIJ, including all persons to whom a violation of this Anti-Harassment Policy has been reported and persons who have become aware of a complaint, must maintain

confidentiality, to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

### **6. No Retaliation**

SCIJ, or any director, officer, or employee may not retaliate against any victim, or witness, who reports a violation of this Anti-Harassment Policy. Further, SCIJ will not tolerate or permit retaliation by supervisors or co-workers against any complainant or anyone assisting in a harassment investigation. Any person who believes that he or she has been retaliated against should consult the SCIJ Whistle-Blowing Policy.

### **7. Declaration**

I have read, understand, and acknowledge receipt of the Anti-Harassment policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary action including termination of employment and potential legal action.