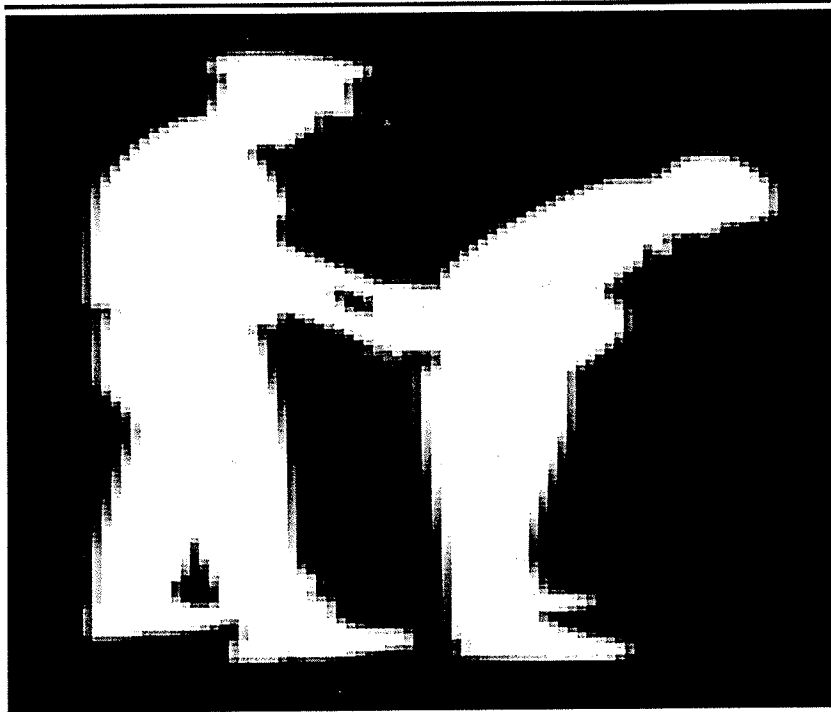


# **WHAT IF I'M PICKED UP BY IMMIGRATION AND CUSTOMS ENFORCEMENT IN THE DISTRICT OF COLUMBIA**

**MAKING PLANS TO KEEP YOUR CHILDREN SAFE AND  
HOW TO PROTECT YOUR RIGHTS AS A PARENT**



Created by **Steptoe & Johnson, LLP**, with tremendous thanks to **AYUDA**, the **Children's Law Center**, and the **Capital Area Immigrant Rights Coalition** for their crucial assistance.

And with great appreciation to Lindsay Marshall, Lauren Dasse, Laurie Melrood, and Cindy Schlosser, who were all absolutely essential in the preparation of "What if I'm Picked Up By ICE in Arizona."

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**IT IS BEST TO READ THIS WHOLE GUIDE BECAUSE**  
**YOUR QUESTIONS MAY BE ANSWERED IN DIFFERENT SECTIONS!**

## PURPOSE OF THIS GUIDE

If you are an immigrant parent living in the District of Columbia, this guide was written for you. Its purpose is to give you an understanding of the immigration and child welfare systems, and to help you plan so you do not lose rights over your children if you are apprehended by Immigration and Customs Enforcement (ICE). **The best thing you can do to make sure your family stays together is to have information and be prepared!**

This guide is designed to help you do this. It was prepared by a small group of volunteer lawyers, advocates, and family law and immigration experts. Generally speaking, you do NOT need to hire an attorney to follow the planning described in this guide. However, we recommend that you consult with an experienced immigration lawyer a family law attorney to best understand your individual options, especially if the Child and Family Services Agency (CFSA), DC's child protection agency, has been involved with your family in the past, or if you have been arrested, charged, or convicted of an offense. You can find a list of local legal services organizations that provide immigration assistance and organizations that provide family law assistance in Part 3 of this guide. The information presented in this guide is designed to help YOU understand the system and plan for your family, but does not provide legal advice.



## PART 1

### STEPS TO TAKE NOW TO AVOID LOSING CUSTODY OF YOUR CHILDREN IF YOU ARE DETAINED BY ICE

#### Make A Plan Now!

If you do not have permanent lawful status in the United States, or if you have lawful status but have been charged with or convicted of an offense, you may be at risk of being detained by ICE. It is important that you make plans for the care of your children now. If you have not made any plans, it is more likely that your children will end up in the foster care system if you are picked up by ICE, or if you are arrested or detained for a criminal charge. You must be prepared to advocate for yourself and for your family as soon as you are detained by ICE or law enforcement, and this guide is an excellent place to start.



This section focuses on what you should be doing TODAY to make emergency plans for your children so you don't permanently lose custody of them if you are detained or deported.

#### ***Identify A Caretaker For Your Children***

A caretaker is a term often used in the US to describe a person who you would ask to take care of your children if something were to happen to you. Most parents already have a person like this in mind, but they don't always make formal plans to assign this person as the official, or "designated," caretaker for their children. Follow these steps to put a plan in place for your children's care in case you are picked up by ICE.

The designated caretaker can be anyone of your choosing. This includes your spouse or the other parent of your children, but does not need to be that person. The caretaker may also be your mother or father, or your aunt or uncle, brother or sister, or other relatives. They may be a god parent or a close family friend or neighbor. You may have several possible caretakers in mind. If you have more than one child you may want to identify different possible caretakers for different children.

Ideally, your designated caretaker will be able to pick up your children right away if you are taken into custody, to avoid having CFSA take custody of them and file a case against you in Family Court (called a neglect proceeding).

### ***Have A Conversation With The Person Who You Have Identified***

After you identify a person to ask to be the designated caretaker of your children, the next step is to have a conversation with her. There are many important things to discuss with the caretaker to make sure you both are in agreement with the plans. Make sure she understands what kind of commitment she is making to care for your children if you are picked up by ICE. Make sure your caretaker is willing and able to care for your children for an indefinite period of time. Immigration cases and family law cases can take months and sometimes years to resolve, and you want to be sure your children are in a stable home for the entire time.

Here are some questions you should think through and ask your possible designated caretaker when discussing whether she is willing and able to take care of your children if you are picked up by ICE.

How long will she be able to take care of your children? You both may think a situation will only last a few days or weeks, but unfortunately, immigration and family court proceedings can often last months, or in some cases, more than a year. If you are deported, your children may need to stay in the care of the caretaker for an even longer time. It is best to make a plan that assumes your designated caretaker will take care of your children for a long time. Sadly, many children end up in foster care because the caretaker only planned to take care of them for a few weeks, and was not able to keep them any longer.

How much will it cost to take care of your children? Every day, your children will need food, shelter, transportation, medical care, and personal items like books and clothing. The designated caretaker may be able to obtain public assistance (and health insurance for your children if they are uninsured). But if not, will the designated caretaker be

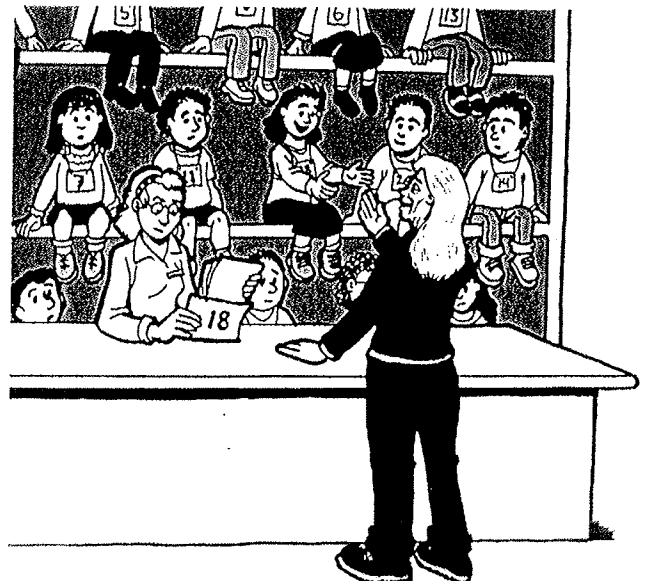
financially able to provide for your children? Are you able to set money and resources aside to help your designated caretaker in caring for your children if you are picked up by ICE? Is there someone else, such as a relative, friend, or pastor, who can contribute money for the needs of your children?

Who else is in the household? Do you know everyone who lives in your designated caretaker's home? You need to make sure you are comfortable with everyone who will have day-to-day contact with your children. If an adult member of the household has a criminal record or has had a case involving the abuse or neglect of a child in the past, your children may not be allowed to stay in that household if the Child and Family Services Agency (CFSA) gets involved in your case.

Will there be adequate supervision? Does the designated caretaker work? Find out who will be watching your children when she is at work. If your children attend school or are in daycare, who will drop them off in the morning and pick them up at the end of the day? You need to make sure your children will be supervised. Make sure the caretaker's home is safe for children the ages of your children.

Does your caretaker know of any special medical needs that any of your children have? You should provide the designated caretaker with the contact information for your children's doctor or medical provider, and a photocopy of each of their Medicaid or other insurance cards. If any of your children are on medication, the caretaker should know the reason for the medicine, where it's kept, the dose, how often it is taken, and be given information about where medications are purchased.

Does your caretaker know which school your children attend? Will she be able to keep your children in that same school? In DC, the caretaker will eventually need to establish that she is the primary caretaker of the children to register children in a school different from the one they were attending, or if one of the children moves on to middle or high school while in the caretaker's care.



Make sure that you have put your designated caretaker's name, and the name of an emergency backup person, on the list of people authorized to pick your children up from school or daycare.

### Does My Caretaker Have to Have Immigration Papers?

It is not required that your caretaker have legal status to care for your children in DC. But remember, the goal is stability and safety for your children, and there is always the risk that a person without legal status will be forced to leave the United States, so it is suggested that the caretaker have legal status.

## **Power Of Attorney Arrangements:**

### **Custodial Power Of Attorney**

A Custodial Power of Attorney (CPOA) is a document that gives another person temporary power to make decisions for your children. It is advised that you create a Custodial Power of Attorney with your designated caretaker as a way to possibly avoid having your children go into foster care if you are picked up by ICE. A Custodial Power of Attorney is a private agreement between you and another person, and is NOT a court order. If the children's mother and the father both live in the home with the children, both parents should sign the CPOA.

As the parent, you may cancel or revoke the CPOA at any time. The CPOA document can give your caretaker general authority over all parenting decisions for your children, or you can list the specific things you are giving her the temporary power to decide. Though the CPOA is not required to be notarized, it is a very good idea to have it notarized. You should complete two originals: give one to your designated caretaker and keep one for yourself. Also make an electronic version, if possible, for yourself and your designated caregiver. A sample Custodial Power of Attorney and a sample Revocation of Custodial Power of Attorney, with related instructions, are included in Part 3 of this guide.

### **Financial Power Of Attorney**

A Financial Power of Attorney (FPOA) is a document that gives another person temporary power to make decisions about your property and assets. You should consider creating a Financial Power of Attorney to make sure that someone trusted has access to your bank accounts and other property, and who will make sure that your rent gets paid, that your children have the money needed to pay for basic care, and that other financial obligations are met if you are detained.

The person who you authorize to have Financial Power of Attorney can be any trusted adult. You may choose to have the designated caretaker of your children serve as your financial power of attorney, but it does not have to be that person. However, if you choose someone other than your designated caretaker, make sure the FPOA includes instructions about providing money for the care of your children.

*A Financial Power of Attorney is a private agreement between you and another person, and is NOT a court order. You have the power to cancel or revoke the FPOA at any time.* A sample Financial Power of Attorney and a sample Revocation of Financial Power of Attorney are included in Part 3 of this guide.

Your bank may also have additional forms that you need to complete to give someone access to your bank account; you should ask the next time you go to the bank. The FPOA document can give the other person access to all assets or only to specified accounts or property. *The FPOA should be notarized.* You should complete two originals: give one to the person you have designated to have temporary access and decision-making over your finances and keep one for yourself in a safe place. You should also make an electronic version, if possible, for yourself and the person who has your Financial Power of Attorney.

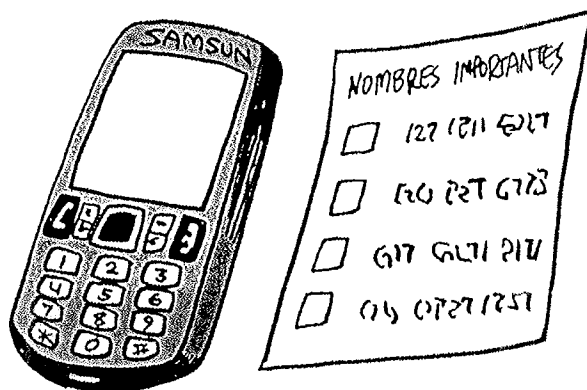
### ***Making An Emergency Contact Sheet***

Because most parents are apprehended by ICE unexpectedly, it is a good idea to create an emergency contact sheet that your children, your designated caretaker, and any other family members or friends who may be able to care for your children, can keep in their wallets, purses, or backpacks. It should include the name, address, and phone number of your children's school, as well as the name, address, and phone number of places where your children are likely to be if they're not at home, in school, or at daycare at the time.

The sheet should also have the names and phone numbers of all the other individuals who you plan to give an emergency contact sheet to, so they can communicate and coordinate with each other if necessary. Everyone listed on the sheet should know about your caretaker plans for your children if you are picked up by ICE. A sample emergency contact sheet is included in Part 3 of this guide.

*Make sure that you have put the names of your designated caretaker and emergency contact (and others as an extra backup, if you like) on the list of people authorized to pick your children up from school or daycare.*

If you are worried about being picked up by ICE with the contact information in your possession of people who do not have lawful immigration status, you could also set up a plan to make a telephone call to someone else who has this information in a safe place, who could then contact the people on the emergency contact sheet.



### ***Gathering Important Documents In One Place***

You should have all of your important documents in a file or a plastic bag in a safe place. You should have a separate file for each of your children that includes a photocopy of each important document, even if the information is the same for some or all of your children. A list of the important documents to collect can be found in Part 3 of this guide.

Make sure you have each of your children's birth certificates, even if they were born outside of the US. If your children do not have a passport, you should get a passport for each of your children. If your children were born in the United States, you can find information about how to obtain a passport at [www.travel.state.gov](http://www.travel.state.gov), or you can apply at some US Post Offices. If your children were born in another country, check with your embassy or consulate for more information on obtaining a passport. The contact information for certain embassies and consulates is found in Part 3 of this guide. If your children do not have a passport, get them a passport as soon as possible.

Your designated caretaker or others in your household, such as an older child, should know exactly where this folder is stored so, if your designated caretaker does not have her set of documents readily available, she can get them quickly if you are picked up by ICE.

## PART 2

### HOW TO PROTECT YOUR PARENTAL RIGHTS IF YOU ARE PICKED UP BY ICE

Part 1 talked about steps to take NOW to prevent your children from being taken into the custody of the District of Columbia Child and Family Services Agency (CFSA) in case you are picked up by ICE. Part 2 is about what to do if you ACTUALLY are picked up by ICE, separated from your children, and facing time in detention with the possibility of deportation. In Part 2, we talk about protecting your parental rights. These are your rights as a parent to make decisions about the care and wellbeing of your children, including who they live with. Even though the government may be trying to deport you, YOU still have the right to make these decisions for your children, whether your children are US citizens or not. YOU must always advocate strongly for yourself as their parent. Start now by gathering information and being prepared for the worst circumstances.



In this Part, you will learn about the three main parts of the detention and deportation process, and how to advocate for your family during the process: apprehension by ICE; detention and the Immigration Court process; and deportation.

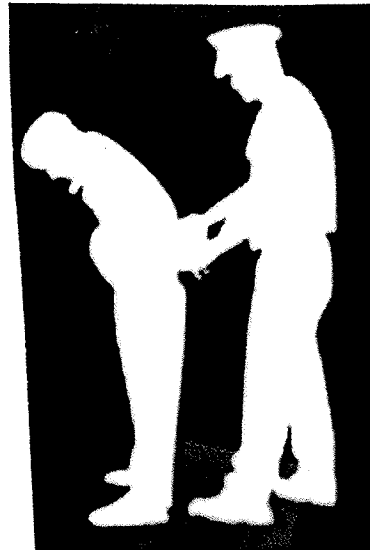
## APPREHENSION

### *I've Been Picked Up By ICE, Now What Should I Do?*

Most people are apprehended by ICE very unexpectedly. You may be pulled over for a traffic violation or may have an ICE officer show up at your workplace or home. Tell ICE that you have children, that they do not need to detain you, and you will comply with their requirements if they release you. If they do detain you, continue to tell this to every ICE officer you meet.

If your children are with you when ICE shows up, you are in the best position to convince the officers that you must make a phone call immediately; you need to tell them that you have to call someone who can come take care of your children so they will not be left alone and be taken into the custody of the Child and Family Service Agency CFSA.

If your children are not with you at the time you are picked up by ICE, tell the ICE officer immediately that you have children, and that you need to make a phone call to ensure they are safe and taken care of.



ICE should let you make a telephone call to your caretaker or emergency contact shortly after you are arrested so you can tell her that you are in custody, and that they should follow the emergency plans you have in place for your children. If you are told that you can't make a telephone call because of security reasons, be sure to say again and again that you need to make a call to make plans for your children so that they are not taken into custody by CFSA.

### ***What Is An "A Number"***

After you are apprehended, ICE will assign you an alien registration number or A Number. This is the identification number for your immigration case and will follow you through your whole immigration process. It is very important to write down this number and give it to your designated caretaker, relatives, and close friends -- either over the telephone or by writing them a letter. Generally, the only way your designated caretaker and others will be able to get information about where you are detained and about your case is if they have your A Number.

### ***What Happens If I'm Not Released And No One Picks Up My Children?***

If, at the time you are picked up by ICE, you are unable to notify either your designated caretaker or some other trusted relative or friend who is willing and able to take your children right away, the Child and Family Services Agency (CFSA) will take custody of your children.

However, if your designated caretaker contacts CFSA within a day or two and presents a Custodial Power of Attorney (CPOA), it is unlikely that CFSA will require anything more from the caretaker, and CFSA probably will not get involved in the arrangements for the care of your children. The care of your children will remain a private matter between you and your designated caregiver.

If you don't have a designated caregiver with a CPOA, but you do have a trusted relative or friend willing to care for your children, and that person contacts CFSA within a day or two after you are apprehended, CFSA is also likely to release your children to her. However, CFSA may first conduct a background check of every person over 18 years old who lives in her home to see if they have a criminal record or if they have ever been investigated for child abuse or neglect.

### ***What Can I Do To Get Released Right Away?***

It is likely that you will spend at least a few days in an ICE facility during which time you may not have access to family members. This is sometimes referred to as being in holding, and happens while ICE decides what to do about your case. Your access to a telephone may be very limited, and you may be told very little or nothing about what will happen to you.

ICE officers have discretion to handle your release as they see fit under the circumstances. ICE may decide to release you to the community on your own recognizance (which means that you promise to come to court on the date you are given) or with low money bond if there is evidence that you have strong ties to the United States (like US citizen children), and that you are not a danger to the community or a flight risk. Therefore, it is extremely important that you keep photocopies of documents. Never give the government any original documents! Give ICE photocopies of documents that show your strong ties to the US, such as:

- birth certificates for your children born in the US
- evidence that your children have lawful status in the US, such as Deferred Action for Childhood Arrivals (DACA), if that is the case
- school records for your children
- your children's medical records -- especially if your children have any medical conditions that need ongoing medical care

- any and all evidence that you have been in the US for a long time, like tax records, bills, bank account records, medical records, car payments, rental agreements, utility bills, etc.

- letters from family and friends that can vouch for your good character and how long you have been in the US

You should have any documents that are not in English translated into English by a certified translator. Include a Certificate of Translation issued by the translator for each translated document. A sample Certificate of Translation can be found in Part 3 of this guide.

You should be sure to keep an organized set of photocopies of ALL of these documents in a safe place in your home, as well as an electronic copy if possible, in case you are detained. Make sure a trusted person knows where they are so she can bring them to the ICE office where you are being held. Again, never give original documents to ICE.

If you are released, you will be given paperwork with the date and place where you must show up for a hearing in Immigration Court. You must not miss this hearing. If you don't yet have a lawyer, you can ask the Immigration Court Judge for more time to find a lawyer. If you miss this hearing, the Immigration Court Judge can order you deported for failing to appear.

## **DETENTION**

### ***What If I Am Not Released?***

If you are not released, you will be taken to an immigration detention center for further processing, and to await an Immigration Court hearing. While it is still possible ICE may release you, it is less likely at this point, and you are probably facing days or possibly many weeks in detention. ICE may also set a bond for your release and tell you the amount you need to pay. If ICE does not set a bond amount, you can ask the Immigration Court Judge to set a bond for your release when you have your first hearing. The same documents you showed ICE (listed above) can be submitted to the Immigration Court Judge to request a bond (more on bonds later).

### ***If I Am Not Released, What Happens If No One Comes to Pick Up My Children?***

If you are not released quickly and no designated caretaker, family member, or friend contacts CFSA, CFSA will take custody of your children and start working to identify a relative or family friend willing to take care of your children.

If you think your children are not with a friend or family member and that they might be in CFSA custody, you should talk to your Deportation Officer and ask to contact CFSA right away. CFSA has a 24 hour, toll-free Hotline 202-671-SAFE (202-671-7233). Be calm but assertive, and explain that you want to do whatever you can to make sure your children are safe.



**BE ASSERTIVE, BUT NOT ANGRY**

When you call:

Give your full name and identify yourself as the parent.

Give your children's full names and dates of birth.

Explain that you are in immigration detention and believe that your children are in CFSA custody.

Be VERY clear that you cannot receive calls in detention, that this is an emergency situation, and that you need to know if CFSA has an open case.

Give the name and contact information for your designated caretaker, if you have one or, if you do not have a one, then the name and contact information for another trusted individual who you think will be willing and able to take care of your children.

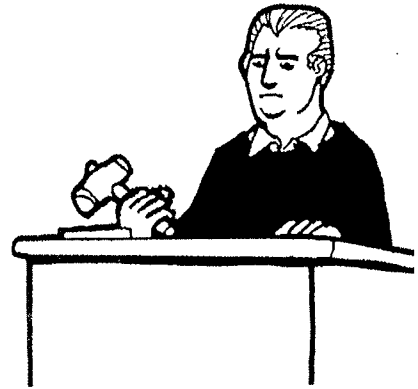
Give your A Number and the name and address of the detention center where you are located.

The Hotline worker will communicate this information to CFSA.

If you cannot call the Hotline, your designated caretaker or a relative or friend should call on your behalf and provide all the same information, described above, that you would give yourself if you were able to call the Hotline. The caller may be asked to provide her information, so it's best that it be a person with legal immigration status. The Hotline will not provide information about your children to anyone who is not a parent, but the Hotline worker will communicate the information provided by the caller to CFSA.

If CFSA takes custody of your children, CFSA is required by law to file a petition, called a Neglect Petition, in Family Court in DC, within 72 hours. If you do have a designated caretaker, it is important that this person communicate with CFSA before the Neglect Petition is filed. Once a petition is filed, you and your children will become part of a Family Court case called a neglect proceeding, and will need to go through court proceedings before your children can be returned to you, or to your designated caretaker or some other family member or friend.

A neglect proceeding will give the Family Court authority over your children, including who they spend time with and whom they live with. Although one of the primary goals of a neglect case is to reunify children with their parents, it can be a complicated process that could last for several years, and could ultimately result in you losing your rights to parent your children. Again, this is why it is critical to plan ahead.



If CFSA cannot identify someone to care for your children, they may be sent to live with a foster parent. A foster parent is someone who has been trained and is licensed to care for children if their parent is unable to care for them. Older children may be placed in a group home -- a residence where several older children, whose parents are unable to care for them, live together with one or more trained adults who supervise and care for them.

### ***Will I Have A Lawyer To Help Me Keep My Children?***

If a Neglect Petition is filed, you will be appointed a family law attorney to represent you in the neglect proceeding, regardless of whether or not you have lawful immigration status. The family law attorney will be paid for by the District of Columbia – you do not have to pay this lawyer. Your family law attorney should speak your language. It is the job of this lawyer to explain the neglect process to you, keep you up to date about your case, and protect your rights as a parent.

### ***Who Else Is Involved In The Neglect Proceeding?***

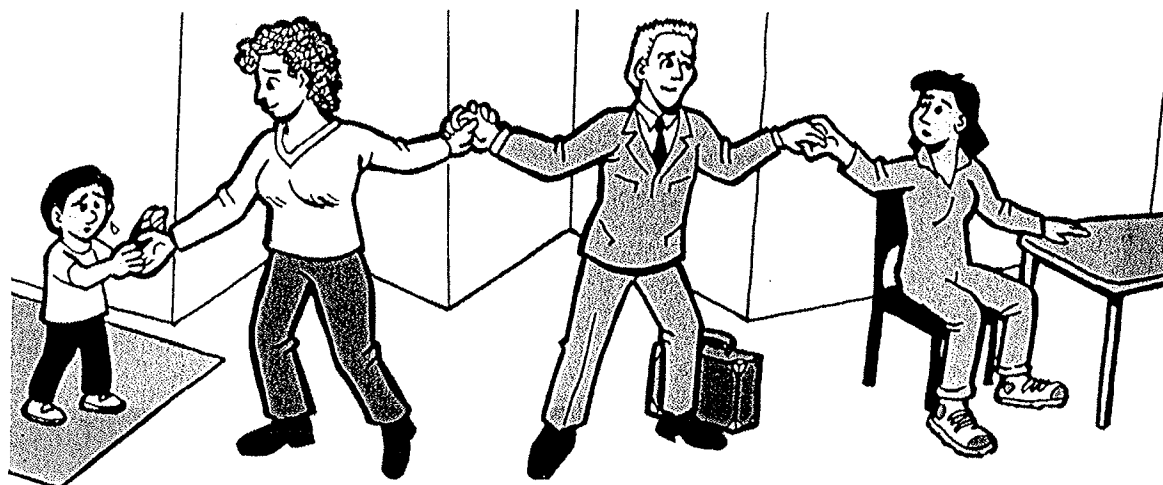
In addition to your family law attorney, the Family Court Judge will appoint a lawyer, also paid for by the District of Columbia with no cost to you, to represent your children. It is the job of this lawyer, called a Guardian ad Litem (GAL), to protect your children's best interests. The GAL will make recommendations to the Family Court Judge about who should care for your children and about visitation

with you or other members of your family. It is crucial that you do everything possible to stay very involved in your children's lives. You are allowed to make decisions about any major medical, psychiatric, or educational matters that may arise for your children during these proceedings. Make sure the GAL and your family law lawyer know that you want to be reunified with your children, and are willing to do anything you can to make that happen.

Always be calm and patient when you talk with the GAL. If the GAL doesn't answer when you call, ALWAYS leave a message so she knows you are staying as involved as best as you can. Always write down the date and time that you called and if you left a message. It is your job to make sure the GAL knows it's in your children's best interests to be with you as soon as it is possible.

CFSA will also assign a caseworker to your case. The caseworker will report to the Family Court Judge what you and your children tell her, and will make recommendations about who should care for your children and about visitation. You and your children can ask to have a caseworker who speaks your language if you have trouble communicating in English. The caseworker may also suggest services for you and for your children, depending on the circumstances. It is important to communicate with her regularly and clearly. If you are unable to connect with the caseworker, call her supervisor and tell her, or leave a message, and say same things you would tell the caseworker. The supervisor's name and phone number should be stated on the caseworker's voicemail.

And like with the GAL, it is crucial you do everything possible to make sure the caseworker knows you want to stay involved and be reunified with your children, and you are willing to do anything you can to make that happen. Also always be calm and patient when you talk with her. If the caseworker doesn't answer when you call, ALWAYS leave a message so she knows you are staying involved with your children's case as best as you can. Always write down the date and time that you make phone calls to the caseworker, and if you left a message.



The only person who represents your interests in this case is your family law attorney. The caseworker and GAL may not necessarily be your allies and may think it is best for your children to be with someone other than you. For this reason, it is important that you keep a record of all your communications with the GAL and caseworker, and share this information with your family law lawyer.

### ***How Can You Find A Person Who Has Been Detained By ICE?***

There are at least five detention facilities in the DC-Maryland-Virginia (DMV) area. You will probably be detained in a detention center in Maryland or Virginia, but you can be placed in any detention center in the United States, or moved between detention centers. You can find a list in Part 3 of this guide of the detention centers where Washington, DC residents are typically taken.

There is also a webpage that allows you to look for people detained by ICE called the "ICE detainee locator" <https://locator.ice.gov/odls/homePage.do>. To use this website, you must have the exact spelling of the person's name as it was spelled by ICE (even if it was spelled incorrectly) and the persons' date of birth and country of origin, or the person's A number, which is the person's immigration identification number. This is one way that family members may be able to locate you if you are detained by ICE.

### ***What Is The Role Of The Deportation Officer?***

You will be assigned a Deportation Officer. You should tell your Deportation Officer right away about your children and your concerns about who will take care of them if you are not released. Your Deportation Officer works for ICE and is in charge of you while you are in detention. This officer should meet with you regularly while you are in detention. The officer's role is to process your deportation. Because she works for ICE, you should not trust your Deportation Officer to give you helpful advice about your immigration case.

### ***How Do I Find An Immigration Attorney?***

Because you are being apprehended by ICE under civil law and not criminal law, the government will not provide you with an immigration attorney. If you cannot afford an immigration attorney, you may be able to get an immigration attorney from a nonprofit legal aid organization for free. A list of nonprofit legal aid organizations can be found in Part 3 of this guide. Unfortunately, there are many more people who need immigration attorneys than there are legal aid attorneys to

help them. If you are unable to get a free attorney, you will have to hire and pay for a private attorney, or have your family hire and pay for one for you. However, if you are unable to get an attorney, you will not be alone. Most people in immigration detention end up fighting their cases without an immigration attorney.

Be aware of fraud or misrepresentations by immigration attorneys. There are many good immigration attorneys. Unfortunately, there are others who take advantage of people in detention. Some immigration attorneys will take your money even, if there is little they can do to help you under the law. If you or a member of your family is going to hire a private immigration attorney to represent you, do your homework and ask the immigration attorney for a few references you can call to find out about the quality of their services.

Also, do not hire a "notario" to be your lawyer or legal representative. In the United States, a "notario" is not necessarily a qualified attorney. In certain Latin American countries, a "notario" is the term for someone who does actually have legal training and experience. But in the US, a "notario" is not a lawyer; a "notario" is simply a "notary public" (someone who notarizes, or authenticates, the signature on a document). The requirements to become a "notario" or "notary public" in DC are that the person is over 18 years old, lives in DC, can read, write, and speak English, and has no felony convictions – no legal training is required.

### ***Might I Be Able To Get A Bond After I'm Detained?***

You may still have a chance to pay a money bond to be released after you have been detained. Not everyone is eligible for a bond, so you should ask your Deportation Office or immigration attorney if a bond has been set for you. This will allow you to continue to care for your children yourself while you await your Immigration Court hearing.

The lowest possible bond ICE or the Immigration Court will give you is typically \$1,500, and most people without a criminal record receive bonds between \$3,000 and \$7,500. You will need to pay the full amount of the bond at one time in order to be released. As part of making a plan in case you're picked up by ICE, you should think about how you or your family members may be able to pay a bond if you are detained. You might consider saving up money so you can pay cash for your bond. It is also possible to finance your bond through a bail bond company, but be careful if you use a bail bond company, as these companies sometimes require you to pay large amounts of interest or to wear an ankle shackle once you are released.

## ***How Do I Request A Bond Hearing?***

If you aren't sure if a bond has already been set for you, you should ask the Immigration Court Judge for a bond hearing. Be sure to tell the Immigration Court Judge about your children and your need to be released to take care of them and keep custody of them.

At the hearing, you should present photocopies of documents talked about previously to show you are not a danger to the community or a flight risk, such as:

- birth certificates for your children born in the US
- evidence that your children have lawful status in the US, such as Deferred Action for Childhood Arrivals (DACA), if that is the case
- school records for your children
- your children's medical records - especially if your children have any medical conditions that need ongoing medical care
- any and all evidence that you have been in the US for a long time, like tax records, bills, bank account records, medical records, car payments, rental agreements, utility bills, etc.
- letters from family and friends that can vouch for your good character and how long you have been in the US

As stated before, you should have any documents that are not in English translated into English by a certified translator. Include a Certificate of Translation issued by the translator for each translated document. A sample Certificate of Translation can be found in Part 3 of this guide.

## ***Are There Other Ways I Can Be Released From Detention?***

Humanitarian Parole and Prosecutorial Discretion are requests to be released from detention based on your case not being a high priority for ICE and because you are not the kind of person they should detain – that you do not have a criminal record and you do have children you need to take care of in the US. You should tell your Deportation Officer and the Immigration Court Judge that you want to ask for Humanitarian Parole and Prosecutorial Discretion to be released from detention, or to have the case against you dismissed.

You can use the same documents (listed above) to request Humanitarian Parole and Prosecutorial Discretion as you use to request bond. Again, make sure to

only give photocopies of these documents to your Deportation Office or to the Immigration Court Judge, and keep the originals in a safe place.

### ***What If I Am Told To Sign For My Deportation?***



From the time you are detained by ICE, officers may present you with paperwork to sign. This paperwork may be presented to you multiple times, and by different officers. You may be told that you have no case; that you must sign for your deportation; that you will face years in jail if you don't sign right away; and that you will never see your children again. An officer may even try to physically force you to sign the paperwork. Many parents report pressure to sign paperwork without understanding what it is.

*If you sign these documents and accept deportation, it will be virtually impossible for you to come back to the US and then fight to get your children back. It is very important to stay strong and be clear that you will NOT sign any document accepting deportation. You have this absolute right.* This may be a difficult decision, as it will mean accepting additional time in detention, but it's the only way to ensure your right to present your case to an Immigration Court Judge.

However, if you are presented with a document that says that you will be released on your own recognizance (which means that you promise to come to court on the date you are given), you should sign that so you can be released. *But before you sign it, you must make sure it is explained to you in your native language if you have trouble communicating in English!*

### ***How Does The Immigration Court Process Work And How Do I Fight My Case?***

You may be detained for weeks before you have your first appearance before an Immigration Court Judge, which is called a Master Calendar Hearing. There will be other immigrants like you at this hearing, and you may be called individually or as a group to speak with the Immigration Court Judge. You will be asked what language you prefer to have your hearing in. An interpreter will be available at this hearing for you if you speak Spanish. If you speak another language, including an

indigenous language, the Immigration Court Judge will use an interpreter by telephone. If you cannot understand the interpreter, it is very important to tell this to the Immigration Court Judge, and to make sure the interpreter is changed to someone you can speak clearly with.

If you don't have an immigration attorney, the Immigration Court Judge will probably ask you at this first hearing if you want more time to find one. It is a good idea to ask for more time to find an immigration attorney, especially if you haven't been able to speak to your family, or if you think you may be able to pay a bond that has already been set, or if you are trying to get a bond hearing, or if you may get an immigration attorney.



After this first hearing, you will be scheduled for at least one more Master Calendar Hearing, where the Immigration Court Judge will ask you if you are applying for any form of legal relief or filing an application with the Immigration Court seeking to stay in the US. All of these phrases will refer to whether you are going to fight your deportation in Immigration Court. If you have hired a private immigration attorney or have a legal aid immigration attorney, you will get more information about whether you have a basis under the law to fight your deportation in Immigration Court. If you fight your deportation in Immigration Court, you will probably have a Merits Hearing or Individual Hearing, which is where you will present your case to the Immigration Court Judge through evidence, witnesses, and your own testimony.

Every case is different, but people can be detained for many months as they go through this Immigration Court process. This may seem very daunting and even impossible for you to accept, especially since you are separated from your children this whole time. But it is very important to understand that this will be

your ONLY chance to fight your deportation. If you accept deportation at a Master Calendar Hearing or with the Deportation Officer, it will be virtually impossible for you to come back to the US later to fight to get your children back (though you may be able to bring your children to your home country after your deportation – more on that later).

### ***What Can I Do From Detention To Try To Keep My Kids?***

You should stay as involved with your children as much as possible. You should write letters to them. You are allowed to receive letters and pictures from them even in detention. Take notes on everything you send to your children and receive from them, and save everything you receive. You can also ask to see your children's report cards and ask the caseworker to provide you with regular updates about things like any health problems, if your children have had to change schools, and activities they are involved in.

Though unlikely, it might be possible to obtain the phone number of the foster parent from the CFSA caseworker so you can call your children from detention. Or you can call your child when the caseworker is present. Your Deportation Officer should help you make arrangements for these calls. Every time you call, write down the time, the date, and a little about what you talked about.

You should participate in all neglect case hearings. While you are detained, you have the right to participate in neglect hearings by telephone. This is called a telephonic appearance. Make sure your family law attorney knows you want to participate. This can be set up by coordinating with your Deportation Officer and your family law attorney. ICE will provide you with a room to make the free telephone call so you can participate in the neglect proceeding.

Your family law lawyer may also ask the Family Court Judge to require that ICE transport you to the Family Court for a hearing, by filing a motion or making a written request with the Family Court Judge, who must approve it. If this is possible, it is preferable to participate in person.

It is very important to update everyone, especially your family law attorney, about your immigration case and when your next immigration hearings are. They will be eager to know when your immigration case will end and when you may be released from detention.

If you are not able to participate in the hearing, you should write to your family law attorney, the GAL, and most important of all, the caseworker, to explain why, and the efforts you have made with ICE to put these arrangements in place.

The Family Court Judge may issue an Order directing you to do certain things, such as take part in services recommended by the caseworker. You should do everything in your power to comply with this Order, and if you are unable to, make sure that you communicate that to your family law attorney, the GAL, and the caseworker, and tell them what you have done to try to comply with the Order.

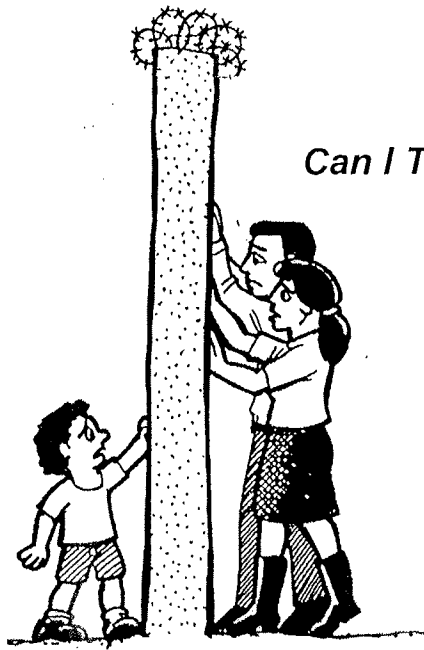
### ***Will My Children Be Able To Visit Me In Detention?***

Whether or not your children visit you in the detention facility will be up to the Family Court Judge, based on what that Judge believes is in your children's best interests. For some children, seeing a parent in a detention facility can be traumatic. If you want your children to visit you, you should tell your family law attorney, the GAL, and the caseworker. Your family law attorney can file a motion asking the Family Court Judge to order visitation.



If the Family Court Judge orders visitation, then the caseworker, or another approved adult, such as a foster parent or one of your relatives, can bring your children to the detention facility. ICE will permit minor children to visit even without a Social Security number and regardless of their citizenship status. Adults may have to provide their date of birth and Social Security number, and be approved by ICE prior to the visit. It is important that the adults accompanying your children have legal status in the United States -- otherwise they can be detained by ICE at the detention center, even if they are only there to visit you.

Visits with your children will be “non-contact.” This means you will see your children through a window and will be able to speak with them by phone, but you will not be able to hug or hold your children. You will also not be able to give them anything or receive anything from them, but they can show you pictures through the window. These visits are not private; other people may have visits at the same time and you may be able to hear their conversations and they will be able to hear yours. These visits may be very sad, but are an important part of maintaining your involvement as a parent and in the Family Court case.



## DEPORTATION

### ***Can I Take My Children With Me If I Am Deported?***

If you are ordered deported, you will NOT be allowed to take your children with you at the time of your deportation, and you will not be given time to make arrangements for your children. This is why it is so important to plan and think through your options prior to deportation. If you are from Mexico, you will likely be sent back on the same day you are ordered deported, whether you voluntarily sign for your deportation or whether an Immigration Court Judge orders you to be deported.

If you have the opportunity to talk with your Consulate, you should inform them about your children, and ask for assistance in making travel arrangements for your children if you want them to relocate with you. The Consulate can assist with travel arrangements if your children are with your designated caretaker or with relatives or friends, but NOT if your children are in foster care. Contact information for the Consulate offices in DC is included in Part 3 of this guide.

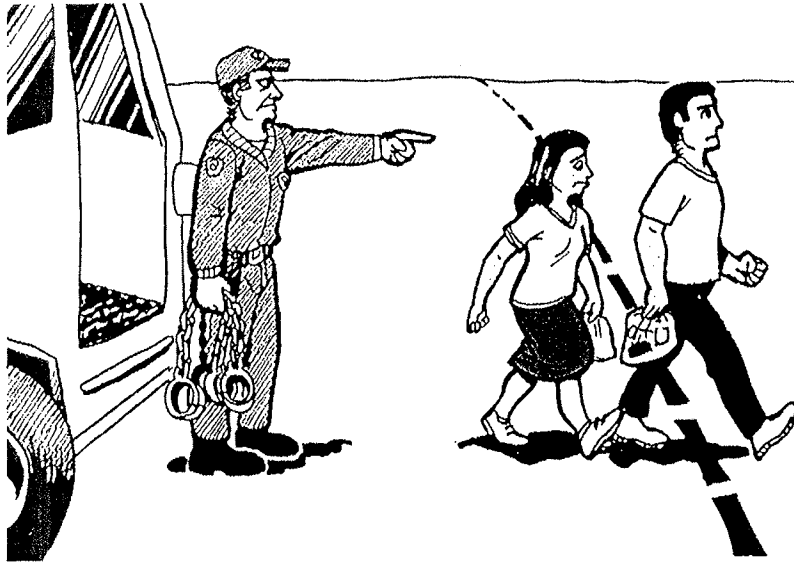
### ***What Happens If My Kids Are In Foster Care And I'm Deported?***

You should explain to your family law attorney, the caseworker, the GAL, and the Family Court Judge that you would like to regain custody of your children even if you are deported. However, once CFSA opens a neglect case, the case will continue even after you are deported, and your children will not be able to travel to reunite with you while the case is pending. Ultimately, the Family Court Judge will make a decision about whether your children can be sent to live with you in your home country.

You should provide the Family Court Judge, the caseworker, the GAL, and your family law attorney with the approximate date you may be deported and a forwarding address in your home country if you have one. You should also provide them with the contact information of a trusted relative or friend in the US so the friend or relative can serve as a point of contact with you.

Your children will need a passport in order to travel outside of the United States. In addition, if your children do not have a passport and they are a United States Citizen, it is important to help your children get a passport NOW, because getting a passport for them is very difficult if you are no longer in the United States. If both parents are in contact with the child, both must consent to the issuance of the

passport for a child under the age of 16. The parents must submit an application form, along with the child's birth certificate and proof of their legal relationship to the child. The process must be completed in person. For more information, you should contact the US State Department.



If you are deported to Mexico, the Consulate can arrange for your children to visit at a prearranged border location. If your child is in foster care, the caseworker must obtain permission for the children to visit and then contact the Consulate.

At times, you may feel sad, lonely, or depressed when thinking about your children. This is normal. Write down your feelings and thoughts, make drawings, read a book, do some crafts, write a poem, or do something that makes you feel good to save for the day when you will be with them again. Write your children a letter, if you can do so without making them worry about you. You may even want to write your children a letter to tell them how you are feeling, but save the letter to give to them in the future. For your children's sake, be cheerful, let them know how much they mean to you, and that they should stay healthy and happy.

Keep on fighting for your children and stay in touch with them. Don't give up! Your children and your family will be proud that you did not give up hope.



## **PART 3**

### **SAMPLE FORMS, INFORMATION SHEETS, AND OTHER RESOURCES**

1. Important Information About Each Of Your Children
  - a. Medical Information Sheet
  - b. School, Activity, And Church Information Sheet
  - c. Helpful Things To Know About
  - d. Names, Address, And Phone Numbers For Family, Friends, And Neighbors
2. Emergency Contact Sheet For The Child And Family Services Agency Hotline
3. DC Custodial Power Of Attorney: Instructions, Statute, And Templates For Custodial Power Of Attorney And Revocation (if you have difficulty reading English, have the document translated into your first language – a Spanish language version included)
4. Templates For DC Financial Power Of Attorney And Revocation (if you have difficulty reading English, have the document translated into your first language)
5. Detention Centers In The District–Maryland–Virginia Area
6. Local Immigration Legal Services Organizations
7. Local Family Law Legal Services Organizations
8. Consulate Information
9. Certificate Of Translation

## Important Information About Each Of Your Children

You should have several sets of copies of each of these documents for each of your children, even if the information is the same for each child.

The documents you should gather for each of your children include:

- birth certificate
- Social Security card
- two originals of the Custodial Power of Attorney with notary seal
- two originals of the Financial Power of Attorney with notary seal
- passport (if your children do not have a passport, you should get each child a passport as soon as possible)
- medical information sheet (sample sheet on page )
- school, activity, and church information sheet (sample sheet on page )
- helpful things to know about each child (sample sheet on page )
- names, phone numbers, email addresses of family, friends, and neighbors who your designated caretaker or others may wish to communicate with (sample sheet on page )
- Emergency Contact Forms (samples on page - )

Make three photocopies of each child's documents and then put the original documents in a safe place.

- Give the designated caretaker one photocopy of all the documents for each child. Also give the designated caretaker one of the original Custodial Power of Attorney with notary seal.
- Put the second photocopy of all the documents for each child in a safe place where your designated caretaker, a trusted relative or friend, and an older child, knows to find them, as a spare set.
- Put the third photocopy of each child's individual documents in a plastic bag in that child's backpack.
- Also make an electronic copy for yourself and your designated caretaker.

**MEDICAL INFORMATION SHEET FOR**

\_\_\_\_\_ name of child

*use back of page for additional space for answers*

Name of Doctor or Medical Practice \_\_\_\_\_

Address & Telephone Number \_\_\_\_\_

Health Insurance Information \_\_\_\_\_

Date of Last Physical Exam \_\_\_\_\_

Name of Medications taken by Child \_\_\_\_\_

Reason for the Medication \_\_\_\_\_

Dose & Frequency \_\_\_\_\_

Allergies to Food or Medication, Seasonal Allergies \_\_\_\_\_

Frequent Illness or Medical Conditions of Child, such as ear infections, allergies, etc. and treatment \_\_\_\_\_

Name of Dentist or Dental Practice \_\_\_\_\_

Address and Phone Number \_\_\_\_\_

Date of Last Dental Exam \_\_\_\_\_

Ongoing Dental Treatment \_\_\_\_\_

Name of Eye Doctor or Practice, if any \_\_\_\_\_

Wears glasses? Yes/ No \_\_\_\_\_

## SCHOOL, ACTIVITY, AND CHURCH INFORMATION SHEET FOR

\_\_\_\_\_ name of child

[Make sure that designated caretaker and emergency contact are on the list of people authorized to pick up your children from school or other activities.]

*use back of page for additional space for answers*

### **School**

Name, Address, and Phone Number of School \_\_\_\_\_

Grade and Name of Teacher (younger children) or Guidance Counsel (older children) \_\_\_\_\_

Special Educational or Language Services, if any \_\_\_\_\_

*If your child has an Individualized Educational Plan (IEP), attach a copy to this form.*

Medications Child Receives at School, if any \_\_\_\_\_

Frequency of medication \_\_\_\_\_

### **Activities**

Weekday Activities: Activity, Time, Address, Phone Number (e.g., music, sports, dance, etc.)

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Weekend Activities: Activity, Time, Address, Phone Number, (e.g., music, sports, dance, church group, etc.)

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

## Church

Name, Address, and Phone Number of Church attended, if any \_\_\_\_\_

Religious School and Religious Activities, Days, Times, Addresses \_\_\_\_\_

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## HELPFUL THINGS TO KNOW ABOUT

\_\_\_\_\_  
child's name

*use back of page for additional space for answers*

Favorite Foods \_\_\_\_\_

Disliked Foods and Any Food Allergies \_\_\_\_\_

Bedtime and Bedtime Routines \_\_\_\_\_

Favorite Toys, Books, Games, and Activities \_\_\_\_\_

TV Shows, Movies, and Computer Games, and How Much Time, Allowed \_\_\_\_\_

Names of Close Friends, their Parents, and Contact Information \_\_\_\_\_

Curfew (for Older Children) \_\_\_\_\_

Driving Restrictions (for Older Children with License) \_\_\_\_\_

Other Restrictions (for Older Children, such as, where allowed to go, who they can go out with, whose car they can be a passenger in, sleepovers, etc.) \_\_\_\_\_

You can find my child's original passport \_\_\_\_\_

**NAMES, PHONES NUMBERS, AND EMAIL ADDRESSES  
OF FAMILY, FRIENDS, and NEIGHBORS FOR**

\_\_\_\_\_

name of child

*use back of page for additional space for answers*

Adult Sisters and Brothers \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grandparents \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Godparents \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Aunts and Uncles \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cousins \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Family Friends \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Neighbors \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Emergency Contact Sheet For Designated Caretaker

Dear \_\_\_\_\_,

**Please keep this sheet with you at all times.**

If you learn that I have been taken into custody, please get my children right away. If they are not at home or school, they may be \_\_\_\_\_.

If my children cannot be located, contact the **DC Child and Family Services Agency's 24 hour, toll-free Hotline 202-671-SAFE (202-671-7233)**. Tell them the names of my children, their birth dates, and your name and phone number or the name and phone number of other persons who may be able to care for my children.

Full Name, Date of Birth, and the Name, Phone Number, and Address of School or Daycare \_\_\_\_\_

Full Name, Date of Birth, and the Name, Phone Number, and Address of School or Daycare \_\_\_\_\_

Full Name, Date of Birth, and the Name, Phone Number, and Address of School or Daycare \_\_\_\_\_

Full Name, Date of Birth, and the Name, Phone Number, and Address of School or Daycare \_\_\_\_\_

Full Name, Date of Birth, and the Name, Phone Number, and Address of School or Daycare \_\_\_\_\_

Names and Phone Numbers of Others to Contact

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**Emergency Contact Sheet For People  
Other Than Designated Caretaker**

Dear \_\_\_\_\_,

**Please keep this sheet with you at all times.**

If you learn that I have been taken into custody, immediately call my designated caretaker \_\_\_\_\_ (name and phone number) to let them know I have been taken into custody.

If you cannot reach my designated caretaker, please get my children right away. If they are not at home or school, they may be \_\_\_\_\_.

Also please contact \_\_\_\_\_  
\_\_\_\_\_  
(names and phone numbers) who also might be able to help with my children.

If my children cannot be located, contact the **DC Child and Family Services Agency's 24 hour, toll-free Hotline 202-671-SAFE (202-671-7233)**. Tell them the names of my children, their birth dates, and the name and phone number of the designated caretaker or other persons who may be able to care for my children.

Full Name, Date of Birth, and the Name, Address, and Phone Number of School or Daycare

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Full Name, Date of Birth, and the Name, Address, and Phone Number of School or Daycare

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Full Name, Date of Birth, and the Name, Address, and Phone Number of School or Daycare

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Full Name, Date of Birth, Name, Address and Phone Number of School or Daycare

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## **Custodial Power Of Attorney**

***You will need a separate Custodial Power of Attorney  
for each of your children.***

***These materials are for information only. They do not provide legal advice. Seek legal advice if you have questions about whether a Custodial Power of Attorney is right for your family, or how to prepare a Custodial Power of Attorney.***

### **What is a Custodial Power of Attorney?**

Under District of Columbia law, a parent can sign a Custodial Power of Attorney that authorizes a designated caregiver (a person other than a parent) to make decisions on the child's behalf and/or designate with whom his/her child will live. A Custodial Power of Attorney can also authorize the designated caregiver to obtain services for the child, like medical care or mental health care. You may wish to give such authority to a designated caregiver if you cannot take care of your child because you are in ICE detention, or for other reasons, such as a physical or mental health condition, extended hospitalization, incarceration, military deployment, etc. You do not have to say why you are granting a Custodial Power of Attorney, but you may do so if you wish.

***The powers and responsibilities granted to a designated caregiver by a Custodial Power of Attorney are broad. Both the parent and the designated caregiver can seek legal advice regarding this document.***

### **What powers does a Custodial Power of Attorney grant?**

The parent decides what powers to grant to the designated caregiver when preparing the Custodial Power of Attorney. The attached sample Power of Attorney lists various powers that a parent may wish to grant. To grant the *most* power to a designated caregiver, a parent should check all of the lines in paragraph 5, especially the last line.

A parent may also limit the powers granted by the Custodial Power of Attorney. A parent may do so by writing specific limitations in paragraph 7.

### **Do I have to get a Custodial Power of Attorney notarized?**

Although notarization is not required, it is very strongly recommended. Notarization may make it easier to use the form to obtain services for the child.

### **How should a designated caregiver use a Custodial Power of Attorney?**

When the designated caregiver seeks to enroll a child in school, obtain medical care for the child, or obtain any other service or benefit for the child, the designated caregiver should bring the Custodial Power of Attorney. It may also be helpful to bring a photocopy of the law (a copy is included below).

### **Can a parent revoke or withdraw the Custodial Power of Attorney?**

Yes. A parent can revoke the Custodial Power of Attorney at any time after signing it. The Custodial Power of Attorney form itself may describe *how* a parent can revoke the Custodial Power of Attorney. A sample revocation form is also attached.

### **How long does a Custodial Power of Attorney last?**

Generally, if the Custodial Power of Attorney does not include a time limit, it lasts until the parent revokes it. The sample form provides that you can revoke it in writing at any time, and a sample revocation form is also attached. A parent can also specify a time limit for the Power of Attorney. For example, the parent could write in the form: "This Custodial Power of Attorney shall take effect on [date] and shall remain in effect until [date]."

### **What is the difference between a Custodial Power of Attorney and a Family Court Custody Order?**

A Custodial Power of Attorney is a legal document signed by a parent but not approved by the Family Court. Generally, it is easier to revoke a Custodial Power of Attorney than to change a Family Court Custody Order. Every case is different and you should seek legal advice if you have questions about which option to use.

**YOU SHOULD SIGN THE CUSTODIAL POWER OF ATTORNEY IN  
ENGLISH AS WELL AS YOUR FIRST LANGUAGE IF YOU HAVE  
DIFFICULTY READING IN ENGLISH.**

## **Chapter 23. Custodial Power Of Attorney**

### **§ 21–2301. Custodial Power Of Attorney**

(a) The parent of a child may create a revocable Custodial Power of Attorney that grants to another person any of the parent's rights and responsibilities regarding the care, physical custody, and control of the child, including the ability to:

- (1) Enroll the child in school;
- (2) Obtain from the school educational and behavioral information about the child;
- (3) Consent to all school-related matters regarding the child; and
- (4) Consent to medical, psychological, or dental treatment for the child.

(b) The Custodial Power of Attorney may not grant authority to consent to the marriage or adoption of the child.

(c) The Custodial Power of Attorney shall not affect the rights of the parent of the child in any proceeding concerning custody of the child or the allocation of parental rights and responsibilities for the care of the child.

DISTRICT OF COLUMBIA CUSTODIAL POWER OF ATTORNEY PURSUANT TO D.C. CODE § 21-2301

1. I, \_\_\_\_\_, am the parent of \_\_\_\_\_.  
parent's name child's name

There are no court orders now in effect that would prohibit me from exercising the power that I now seek to convey.

My address is \_\_\_\_\_.

2. \_\_\_\_\_ is an adult whose  
third party's name

address is \_\_\_\_\_.

3. I grant to \_\_\_\_\_ the parental rights  
**third party's name**

regarding the care, physical custody, and control of my child whose name and date of birth is \_\_\_\_\_

INITIAL THE LINE IN FRONT OF EACH POWER YOU ARE GRANTING. IF YOU DO NOT WISH TO GRANT A SPECIFIC POWER, DO NOT INITIAL THE LINE IN FRONT OF IT. YOU MAY, BUT NEED NOT, CROSS OUT EACH POWER THAT YOU DO NOT WISH TO GRANT.

- ☐ physical custody of the child  
☐ authority to enroll the child in school  
☐ authority to obtain educational records regarding the child  
☐ authority to make all school-related decisions for the child  
☐ authority to obtain medical, mental health, or dental records regarding the child  
☐ authority to consent to medical, mental health, or dental treatment for the child  
☐ authority to act as representative payee for any Social Security benefits for which the child may be eligible  
☐ authority to receive any other benefits for which the child may be eligible  
☐ all of the rights and responsibilities listed above and, to the greatest extent possible by law, the authority to make any other decision or obtain any other benefits necessary for the welfare of the child

4. This Custodial Power of Attorney does not include authority to consent to the marriage or adoption of the child. In addition, unless otherwise agreed by the

parties in writing, the Custodial Power of Attorney granted in this form does not affect:

- A) the right of the above-listed child to inherit from his or her (their) parent
- B) the parent's right to visit or contact the child
- C) the parent's right to determine the child's religious affiliation
- D) the parent's responsibility to provide financial, medical, and other support for the child

5. The Custodial Power of Attorney granted in this form is further limited by these instructions:

- 
6. As set forth in D.C. Code § 21-2301, the Custodial Power of Attorney granted in this form does not affect my rights in any future proceeding concerning custody of or the allocation of parental rights and responsibilities for the child.
7. The Custodial Power of Attorney granted in this form shall take effect in the event I am unable to care for my children due to incarceration, detention, or deportation. It shall continue to be effective even if I become disabled, incapacitated, or incompetent.
8. The Custodial Power of Attorney granted in this form shall continue until I revoke it in writing and notify \_\_\_\_\_  
**third party's name**
9. A person or entity that relies on this Custodial Power of Attorney in good faith has no obligation to make any further inquiry or investigation into the authority of the attorney to act as described in this document. Revocation of this Custodial Power of Attorney is not effective as to a person or entity that relies on it in good faith until that person or entity learns of the revocation.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Parent's Signature)

District of Columbia

This document was acknowledged before me on \_\_\_\_\_ (Date) by

\_\_\_\_\_ (name of person granting Power of Attorney)

\_\_\_\_\_ (Signature of Notary)

My commission expires: \_\_\_\_\_

**REVOCATION OF A DISTRICT OF COLUMBIA CUSTODIAL  
POWER OF ATTORNEY PURSUANT TO D.C. CODE § 21-2301**

1. I, \_\_\_\_\_, am the parent of \_\_\_\_\_  
**parent's name** **child's name**

My address is: \_\_\_\_\_

2. \_\_\_\_\_ is an adult whose address is \_\_\_\_\_  
**third party's name**

3. On \_\_\_\_\_ I signed a Custodial Power of Attorney to  
**date** \_\_\_\_\_ for the physical custody, and control of \_\_\_\_\_  
**third party's name**

\_\_\_\_\_  
**child's name and date of birth**

4. I hereby revoke the above-reference Custodial Power of Attorney. I have sent  
written notice of this revocation in person, by regular mail, or by email to

\_\_\_\_\_ on \_\_\_\_\_.  
**third party's name** **date**

to take effect upon that person's receipt of that written notice.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Parent's Signature)

This document was acknowledged before me on

\_\_\_\_\_ (Date) by

\_\_\_\_\_ (name of person revoking Custodial Power of  
Attorney)

\_\_\_\_\_  
(Signature of Notary)

commission expires: \_\_\_\_\_

## District Of Columbia Financial Power of Attorney

**NOTICE: THE POWERS GRANTED BY THIS DOCUMENT ARE BROAD AND SWEEPING. THEY ARE EXPLAINED IN THE DC UNIFORM STATUTORY POWER OF ATTORNEY ACT OF 1998, D.C. Code §§ 21-2101 *et seq.* YOU MAY REVOKE THIS POWER OF ATTORNEY IF YOU LATER WISH TO DO SO BY NOTIFYING THE PERSON YOU DESIGNATED AS YOUR ATTORNEY-IN-FACT EITHER VERBALLY OR IN WRITING. UNLESS YOU DIRECT OTHERWISE, THIS POWER OF ATTORNEY WILL TAKE EFFECT IN THE EVENT I AM INCARCERATED, DETAINED, OR DEPORTED AND WILL CONTINUE UNTIL IT IS REVOKED ORALLY OR IN WRITING.**

I, \_\_\_\_\_, currently residing at \_\_\_\_\_, hereby appoint \_\_\_\_\_, currently residing at \_\_\_\_\_ as my agent (attorney-in-fact) to act for me in any lawful way with respect to the following subjects that I have initialed:

\_\_\_\_\_ (A) Real property transactions, including authority necessary to buy, sell, rent, manage, maintain, and modify real property and authority necessary for reporting, re-certification, and annual lease renewal procedures.

\_\_\_\_\_ (B) Tangible personal property transactions, including authority necessary to buy, sell, rent, manage, maintain, and modify personal goods and services.

\_\_\_\_\_ (C) Stock and bond transactions, including authority necessary to buy, sell, and exchange stocks, bonds, and other types of security.

\_\_\_\_\_ (D) Commodity and option transactions, including authority necessary to buy, sell, and exchange commodities.

\_\_\_\_\_ (E) Banking and other financial institution transactions, including authority necessary to open, close, or change an account, deposit and withdraw funds, and otherwise manage my financial accounts. I also authorize my attorney-in-fact to manage, on my behalf, my pension benefits and Individual Retirement Account(s) (IRA).

From my available funds, my attorney-in fact will: (1) give money to cover the living expenses of my children; (2) handle my banking by depositing and withdrawing money in my name; (3) pay all my bills in a timely manner.

\_\_\_\_\_ (F) Business operating transactions, including authority necessary to buy, sell, modify, and operate a business.

\_\_\_\_\_(G) Insurance and annuity transactions, including authority to acquire, terminate, change, and manage property, medical, auto, and life insurance.

\_\_\_\_\_(H) Estate, trust, and other beneficiary transactions.

\_\_\_\_\_(I) Claims and litigation, including authority to file, release, and settle legal actions.

\_\_\_\_\_(J) Benefits from Medicare, Medicaid, or other governmental programs, or military services, including authority necessary to secure and maintain my benefits for the support of my children and resolve any disputes regarding or discrepancies with my benefits.

\_\_\_\_\_(K) Tax matters, including authority to prepare, sign, and file federal, state, local, and foreign tax returns and any other tax-related documents, pay taxes due and collect refunds, and act for the principal in all tax matters.

SPECIAL INSTRUCTIONS: USE THE FOLLOWING LINES TO GIVE SPECIAL INSTRUCTIONS LIMITING OR EXTENDING THE POWERS GRANTED TO YOUR AGENT \_\_\_\_\_

In the event that the attorney-in-fact named above becomes incapacitated or is, for any reason, unable or unwilling to be my attorney-in-fact, I hereby appoint as my alternate attorney-in-fact:

\_\_\_\_\_, who resides at \_\_\_\_\_.

to act for me regarding the subjects initialed or marked above.

My attorney in fact will serve without any compensation, except for reimbursement for out-of-pocket expenses spent while acting on my behalf.

THIS POWER OF ATTORNEY WILL CONTINUE TO BE EFFECTIVE EVEN IF I BECOME INCAPACITATED OR DEEMED INCOMPETENT BY A COURT OF LAW. I AGREE THAT ANY THIRD PARTY WHO RECEIVES A COPY OF THIS DOCUMENT MAY ACT UNDER IT. REVOCATION OF THE POWER OF ATTORNEY IS NOT EFFECTIVE AS TO A THIRD PARTY UNTIL THE THIRD PARTY LEARNS OF THE REVOCATION EITHER ORALLY OR IN WRITING. I AGREE TO INDEMNIFY THE THIRD PARTY FOR ANY CLAIMS THAT ARISE AGAINST THE THIRD PARTY BECAUSE OF RELIANCE ON THIS POWER OF ATTORNEY.

I have signed and delivered to my attorney-in-fact and my alternate attorney-in-fact this Power of Attorney on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By my signature, I state that I understand the purpose and effect of this document.

\_\_\_\_\_  
(Signed Name)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)

**WITNESSES:**

I declare that the person who signed this document signed in my presence and that I believe he/she appears to be of sound mind and under no pressure, duress, fraud, or undue influence. I am not related to the person who signed this document by blood, marriage, or adoption, nor, to the best of my knowledge, am I named in his/her will. I am not the person appointed in this document. I am not a health care provider or an employee of a health care provider who is now, or has been in the past, responsible for the care of the person signing the document.

**First Witness**

**Second Witness**

\_\_\_\_\_  
(Signed Name)

\_\_\_\_\_  
(Signed Name)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Phone Number)

DISTRICT OF COLUMBIA) SS:

I, \_\_\_\_\_, a Notary Public within and for the District of Columbia, do hereby certify that the foregoing Durable Power of Attorney was brought to me in the District of Columbia by \_\_\_\_\_ and was executed and acknowledged by him/her to be a free and voluntary act.

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

BY ACCEPTING OR ACTING UNDER THE APPOINTMENT, MY AGENT ASSUMES THE FIDUCIARY AND OTHER LEGAL RESPONSIBILITIES OF AN AGENT.

## **REVOCATION OF FINANCIAL POWER OF ATTORNEY**

I, \_\_\_\_\_, presently residing at \_\_\_\_\_

\_\_\_\_\_, hereby revoke all powers of attorney executed by me at any time prior to the date of this revocation, including any and all documents granting a Power of Attorney to \_\_\_\_\_.

I do not authorize \_\_\_\_\_ or any other person to take any legal or financial action on my behalf.

I HEREBY sign my name to this Power of Attorney Revocation this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**District of Columbia**

\_\_\_\_\_  
name

I, a Notary Public, within and for the District of Columbia, do hereby certify that the foregoing Power of Attorney Revocation was this day produced to me in the District of Columbia by the Principal and was executed and acknowledged by the Principal to be the Principal's free act and voluntary deed. SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_.

## DETENTION CENTERS YOU MAY BE TAKEN TO

Contact Information For Adult Jails in Virginia	
<b>ICA – FARMVILLE</b>	<b>VIRGINIA PENINSULA REGIONAL JAIL</b>
TEL: 434-395-8114 FAX: 434-395-8130	TEL: 757-820-3900 FAX: 757-887-1849
<b>Jail Address:</b> 508 Waterworks Road Farmville, VA 23901	<b>Jail Address:</b> 9320 Merrimac Trail Williamsburg, VA 23185
<b>Detainee Mailing Address:</b> {Name of Detainee} {A Number} P.O. Drawer N Farmville, VA 23901	<b>Detainee Mailing Address:</b> {Name of Detainee} {A Number} 9320 Merrimac Trail Williamsburg, VA 23185

Contact Information For Adult Jails in Maryland		
<b>WORCESTER COUNTY JAIL</b>	<b>HOWARD COUNTY DETENTION CENTER</b>	<b>FREDERICK COUNTY DETENTION CENTER</b>
TEL: 410-632-1300 FAX: 410-632-3002	TEL: 410-313-5230 FAX: 410-313-5226	TEL: 301-600-2550 FAX: 301-600-3066
<b>Jail Address:</b> 5022 Joyner Road Snow Hill, MD 21863	<b>Jail Address:</b> 7301 Waterloo Road Jessup, MD 20794	<b>Jail Address:</b> 7300 Marcies Choice Lane Frederick, MD 21704
<b>Detainee Mailing Address:</b> {Name of Detainee} {A Number} P.O. Box 189 Snow Hill, MD 21863	<b>Detainee Mailing Address:</b> {Name of Detainee} {A Number} P.O. Box 250 Jessup, MD 20794	<b>Detainee Mailing Address:</b> {Name of Detainee} {A Number} 7300 Marcies Choice Lane Frederick, MD 21704

## **Immigration Legal Services Organizations** **That May Be Able To Help**

**Ayuda** [www.ayuda.com](http://www.ayuda.com)

6925B Willow Street NW, Washington, DC 20012  
(202) 387-4848  
2755 Hartland Road, Ste 100, Falls Church VA 22043  
(703) 444-7009

**CAIR Coalition** <http://www.caircoalition.org/>

1612 K Street, NW, Suite 204, Washington, DC 20006

**CARECEN (Central American Resource Center)** <http://www.carecencdc.org/>

1460 Columbia Rd. NW, Suite C-1 - Washington, D.C. 20009  
(202) 328-9799 Walk-ins Mon 9:00-11:00AM, Tues 1:00-3:00PM

**Catholic Charities of the Archdiocese of DC Immigration Legal Services**

<http://www.catholiccharitiesdc.org/ILS>

924 G Street, NW, Washington, DC 20010 - (202) 772-4352 - Walk-ins Tuesdays 9:30-11:30am

1618 Monroe St., NW Washington, DC 20010 - (202) 939-2420 -Walk-ins Wednesdays, 9am

12247 Georgia Ave., Silver Spring, MD 20902 - (301) 942-1790 - Walk-ins Thursdays, 8 am

201 E. Diamond Ave, 3rd Fl, Gaithersburg, MD 20877 - (301) 740-2523

**Catholic Charities of Baltimore**

**Esperanza Center** <http://www.catholiccharities-md.org/immigrants/>

**Hogar Immigrant Services Catholic Charities of the Diocese of Arlington**

<http://www.hogarimmigrantservices.org/>

6201 Leesburg Pike, Suite 307, Falls Church, VA 22044 (703) 534-9805

**Just Neighbors** <https://www.justneighbors.org/>

5827 Columbia Pike Suite 320, Falls Church, VA 22041  
1141 Eldon Street, Suite 200, Herndon, VA 20170 (703) 979-1240 Call Tuesday–Friday 9am–5pm

**KIND (Kids in Need of Defense)** <https://supportkind.org/>

(202) 824-8680 Unaccompanied minors ONLY, NO Walk-ins

**Legal Aid Justice Center** <https://www.justice4all.org/>

6400 Arlington Blvd., Ste 600, Falls Church VA 22042 - (703) 778-3450  
Charlottesville - (434) 977-0553 Petersburg - (804) 862-2205 Richmond - (804) 643-1086

**Northern Virginia Family Services** <https://www.nvfs.org/>

6400 Arlington Blvd, Ste 110, Falls Church, VA 22042 (571) 748-2806 Call to schedule consult

**Whitman-Walker Clinic Legal Services** <https://www.whitman-walker.org/>

1701 14th Street, NW, Washington, DC 20009 - (202) 939-7627 -LGBTQ/HIV+ cases, call for availability

**Local Family Law Legal Services**  
**Organizations That May Be Able To Help**

**Asian Pacific American Legal Resource Center**

1627 K Street NW, Suite 610  
Washington, D.C. 20006  
Phone: (202) 706-7150 - Fax: (202) 315-0375  
<http://www.apalrc.org/>  
Helpline: 202-393-3572

**Bread for the City**

1525 Seventh Street, NW  
Washington, DC 20001  
Northwest Center: 202-265-2400  
<http://www.breadforthecity.org/>

1640 Good Hope Road, SE  
Washington, DC 20020  
Southeast Center: 202-561-8587  
<http://www.breadforthecity.org/>

**Catholic Charities**

Location: 924 G St., NW  
Washington, DC 20001  
Phone: (202) 350-4305; In Spanish: (202) 772-4325  
Telephone Intake Hours: Monday, Tuesday, and Friday 9:30am - 12pm, 2pm-4:30pm;  
Wednesday and Thursday 9:30am - 12pm, 2pm - 7:30pm  
<https://www.catholiccharitiesdc.org/legal-aid>

**Catholic University (Clinics and Columbus Community Legal Services)**

Phone: (202) 319-6788  
<http://www.law.edu/CCLS/index.cfm#CCLS-home>


**DC Bar Advice and Referral Clinic**

Hours: 2nd Saturday of every month from 10am - 12pm  
Locations: Bread for the City Northwest Center - 1525 7th Street NW; Bread for the City  
Southeast Center - 1640 Good Hope Road SE -Phone: 202-626-3499 ext. 3  
<https://www.dcbar.org/for-the-public/help-for-individuals/advice.cfm>

**Legal Aid Society**


1331 H St NW #350  
Washington, DC 20005  
(202) 628-1161  
[www.legalaiddc.org](http://www.legalaiddc.org)

## Consulate Information

 Bolivia *Consulado General del Estado Plurinacional de Bolivia*

Dirección: 1825 Connecticut Avenue N.W. Suite 200C, Washington, DC 20009


Tel: (202) 232-4827 / 4828 Fax: (202) 232-8017 Horarios: Lunes a Viernes de 9:00am - 3:00pm

 Colombia *Embajada y Consulado de Colombia*

Dirección: 1724 Massachusetts Ave NW, Washington, DC 20036 Tel: (202) 387-8338


Atención al ciudadano: Línea gratuita en EEUU: 18887643326

Horario: Lunes a viernes de 9:00am a 3:00pm

 Ecuador *Consulado General del Ecuador en Washington, DC*

Dirección: 2535 15th St NW, Washington, DC 20009 Tel: (202) 234-7166

Horario: Lunes a viernes de 9am a 3pm

 El Salvador *Embajada de El Salvador*

Dirección: 1400 16th Street, Suite 100, N.W., Washington D.C. 20036 Tel: 202-595-7500

Horario: Lunes a Viernes de 9:30 am a 5:30 pm.

Consulado General de El Salvador en Washington, DC


Dirección: 926 Philadelphia Ave, Silver Spring, MD 20910 Tel: 202-337-4032

Horario: Lunes a viernes de 7:00am a 3:30pm

*Oficina de Asistencia Legal Migratoria*


Dirección: 1400 16th Street, Suite 100, N.W., Washington D.C. 20036

Tel: 202-387-4766 e-mail: [correo@elsalvador.org](mailto:correo@elsalvador.org)

 Eritrea *Embassy of Eritrea*

Address: 1708 New Hampshire Ave NW, Washington, DC 20009 Tel: (202) 319-1991


Hours: Monday to Friday from 9am to 4pm

 Ethiopia *Embassy of Ethiopia in Washington, DC*

Address: 3506 International Dr. NW, Washington, DC 20008 Tel: (202) 364-1200 Fax: (202)

Hours: Monday to Friday from 9am to 5 pm.


E-mail : [ethiopia@ethiopianembassy.org](mailto:ethiopia@ethiopianembassy.org) [www.ethiopianembassy.org](http://www.ethiopianembassy.org)

 Ghana *Embassy of Ghana at Washington, DC*

Address: 3512 International Dr. NW, Washington, DC 20008 Tel: (202) 686-4520

Hours: Monday to Friday from 9am to 3pm

<http://www.ghanaembassy.org/>

 Guatemala *Embajada de Guatemala en Washington, DC*


Dirección: 2220 R St NW, Washington, DC 20008 Tel: (202) 745-4953

Horario: Lunes a viernes de 9am a 5pm

*Consulado General de Guatemala*


Dirección: 8124 Georgia Ave, Silver Spring, MD 20910 Tel: (240) 485-5050

Horario: Lunes a viernes de 8am a 2 pm

Honduras  *Consulado General de Honduras en Washington, DC*

Dirección: 1014 M St NW, Washington, DC 20001 Tel: 202-525-4001

Horario: Lunes a Viernes de 9am a 3pm

México  *Embassy of Mexico in Washington, DC*

Dirección: 1911 Pennsylvania Ave NW, Washington, DC 20006 Tel: (202) 728-1600

Horario: Lunes a Viernes de 9:00 am a 18:00 pm

E-mail: [mexembusa@sre.gob.mx](mailto:mexembusa@sre.gob.mx) <https://embamex2.sre.gob.mx/eua/index.php/es/>

Sección Consular de la Embajada de México en EUA

Dirección: 1250 23rd St NW Washington, DC Tel: 202-736-1000


Horario: Lunes a Viernes de 8:30am a 2:30 pm

*Centro de Información y Asistencia a Mexicanos*

Línea de información que opera las 24 horas del día.

Desde Estados Unidos sin costo al 18554636395


Desde México llama de larga distancia al 0015206237874

Nicaragua  *Embajada de Nicaragua en Washington, DC*

Dirección: 1627 New Hampshire Ave NW, Washington, DC 20009 Tel: (240) 485-5050


*Oscar Samora (general consulate):* (202) 939- 6531

Horario: Lunes a viernes de 9am a 1pm

Nigeria  *Embassy of Nigeria*

Address: 3519 International Ct NW, Washington, DC 20008 Tel: (202) 986-8400

Hours: Monday to Friday from 9am to 6pm

Peru  *Embajada del Perú en Washington, DC*

Dirección: 1700 Massachusetts Ave NW, Washington, DC 20036

Tel: (202) 833-9860 Fax: (202) 659-8124

mailto:[DIGITALDIPLOMACY@EMBASSYOFPERU.US](mailto:DIGITALDIPLOMACY@EMBASSYOFPERU.US)

<https://www.embassyofperu.org/>

*Consulado General del Perú en Washington, DC*

Dirección: 1225 23rd St. NW, Washington, DC 20037

Tel: 202-774-5450 Tel de emergencia: 202-230-9992

Horario: Lunes a viernes de 8:30 am a 13:00 pm.

Se atenderán los primeros 100 trámites de 8:30 am a 12:00pm de los siguientes sábados:

Enero 28, Febrero 25, Marzo 18, Abril 22, Mayo 20, Junio 17, Julio 15, Agosto 19, Septiembre 16, Octubre 21, Noviembre 18, Diciembre 16.

## CERTIFICATE OF TRANSLATION

I, \_\_\_\_\_, am competent to  
translate from \_\_\_\_\_ (*language*) into  
English, and I certify that my translation of the  
\_\_\_\_\_ (*document name*)  
on \_\_\_\_\_ (*date*), is true and accurate to the best of my  
abilities.

\_\_\_\_\_  
(signature of translator)

\_\_\_\_\_  
(typed/printed name of translator)

\_\_\_\_\_  
(address of translator)

\_\_\_\_\_  
(telephone number of translator)