What to do in the event of a Raid

Every person, regardless of their legal status, has human and civil rights. Nevertheless, it's not enough to simply know them; you must know how to exercise them.

Remember...

- You are obligated to give your name to an Immigration officer or police officer when asked.

- After giving your name you have the right to remain silent. You are NOT obligated to say anything else, or show your documents until you call a lawyer.

- Memorize or carry with you the phone number of an immigration lawyer, a community service organization, and your country's consulate.

- NEVER carry false documentation. Do not lie to an immigration officer or to the police.

- Make an emergency plan with your loved ones.

Participants in the creation of this pamphlet include:
National Day Laborer Organizing Network, Central American Resource Center (CARECEN), Catholic Charities—Hogar Immigrant Services, American Civil Liberties Union of Virginia (ACLU-VA), Legal Aid Justice Center—Immigrant Advocacy Program,
You have the right to remain **Silent**

- In the state of Virginia the law says that you must provide your first and last name to the police if they ask for it. It is not necessary to give any other information.

- You **have the right to remain silent and refrain from signing any document or agreement** before speaking with your lawyer.

- You may exercise your right to remain silent even if you have already spoken with Immigration officials. You may remain silent if you are under arrest, or already in jail.

- You have the right to call a lawyer or a community service organization, your family, and your consulate; HOWEVER you must demand your rights.

- Do not be intimidated! Remaining silent is to your benefit because **whatever** you say may be used against you.

- Do not be pressured into signing documents or showing your documents without the counsel of your lawyer! You could be consenting to waive your right to bail or to have an audience with a judge.

(Rev. 02/22/16)

If Immigration or the Police comes to your home...

- Do not open your door!

- Immigration agents or the Police need a **warrant** from a judge in order to enter your home, whether owned or rented, **unless** the police think a crime is being committed.

- You have the right to see this warrant. Ask the official to pass the warrant under the door. If you open the door it could be treated as permission to enter and to perform a search of your home.

- A warrant that gives an Immigration agent authorization to enter your home must be signed by a magistrate. The warrant should say in detail which areas and places the agent is authorized to search (see page 12).

- If the agent or the police officer does not have a warrant you have the right to deny them entry and may ask them to leave.

- If the police or Immigration has a signed warrant, you cannot stop them from entering your home. **However, you can tell them that you don’t consent to being searched or being questioned.**

- Read the warrant closely to determine who they are looking for. If that person is present, he or she must go with the agents. **Everyone else in the residence has the right to remain silent.**
If Immigration or the Police come to your workplace...

- If Immigration or the Police want to enter your workplace they *need* a warrant or the authorization of your employer.

- If your employer gives them permission, the agents do *not* need a warrant.

- Try to stay calm. If you try to run, the agents could interpret this as admission of guilt. This type of suspicious act is enough evidence for them to detain you.

- Identify yourself by giving your name, otherwise, you have the right to remain silent.

- You have the right to see the warrant for the workplace. Ask to see it. If law enforcement cannot present it, you should ask for permission to leave.

- Never physically interfere with the agents. Even though the search may be illegal you could still be detained.

(Rev. 02/22/16)
What to do if you are detained by Immigration

- If you have a work permit, present it. Adults over the age of 18 should always carry their work authorization documentation with them. Not carrying this document puts you at risk!

- **Immigration** officials are not obligated to provide you with free legal counsel, only a list of lawyer contact information.

- Take advantage of your right to call a lawyer and your consulate. Memorize the lawyer or an organization that provides legal services. Also, make sure that your family will have these numbers at hand when you call them.

- Some detention centers will charge you for the calls that you make, however the CAIR Coalition has a toll-free number that you can call to be connected with a lawyer. You can contact help at: 202-331-3320.

- In order to protect your rights, do not answer any question that Immigration officials ask you. Do not sign any documents without the presence of your lawyer.

- Ask for a copy of all your immigration documents (like your Notice to Appear).

- **Contact** your family immediately. Give them all the details of your arrest and the place where you are being detained. Also give them your A# and the name of the Immigration official who is in charge of your case.

- If you or a family member (especially a child) has a medical condition to which you must attend, please speak up and tell immigration.

The Possibility of Being Released on Bail

- If you are detained by Immigration, you have the right to request your release with bail. To exercise this right you must demonstrate that you are not at risk of fleeing and that you are not a danger to society.

- If you have been detained by Immigration before or if you already have a deportation order, it is very likely that they will NOT release you on bail.

**Deportation**

- You have the right to a hearing before being deported unless you have been convicted of an aggravated felony, are detained at the border, have entered the U.S. under a Visa Waiver program, have been deported in the past, or have a deportation order.

- If you have an old deportation order it is possible that you could be deported without a hearing.

- Obtain a copy of your **Notice to Appear** (NTA).

- Contact your consulate.

(Rev. 02/22/16)
How to help a person who has been detained by Immigration

- **How to locate a detainee:**
  - **Call ICE** at 1-888-351-4024. Ask for information regarding the detained person. If you do not speak English, it is recommended you call with someone who does.
  - **Call Detention Centers in the region.** Ask for information regarding the detained person (see page 17).
  - **Call the Consulate.** Immigration frequently notifies a consulate when it detains one of their country's nationals. Many consulates have assistants who can help with deportation cases (see page 15).
  - **Call the CAIR Coalition.** They visit Detention Centers and in some cases are able to tell you if they have seen the person you are looking for. Contact 202-331-3320.
  - **Wait for a phone call from the detainee.** Make sure you remove any call blocks from your phone so that you are able to receive collect calls.

- **Information you need to locate a detainee:**
  - First and last names and alias (if applicable), date of birth, and Alien Registration Number (A#). This is the number that is on all immigration documents such as resident cards or work authorizations. Also important are your Legal Permanent Residence Card and employment background.

- **Important Documents and Information you will need:**
  - **The migratory status of the detainee** and whether he/she has an old deportation order. If the detainee has a deportation order, verify when and why he/she received it.
  - **Date of entry to the U.S. and how they entered** (with visa, crossing the border without inspection, etc.)
  - **The detainee's next court date.** If you don’t know that information, call the Immigration Court Information System at 1-800-898-7180 to verify. You will need to know the A#. (You can also find out if the person has a deportation order.) Obtain a copy of the detainee’s Notice to Appear (NTA).
  - **Information about the detainee’s previous offenses.** Compile the dates and locations of all arrests, the specific charges, the dates of the charges and the resulting penalties. You can obtain a certified copy of the case disposition in the office of the court which processed the case or by contacting the attorney or public defender of the case.
  - **The location of the detainee** and which court ordered the individual deported (jail, Detention Center, etc.)
  - **The detainee’s UPDATED passport.**

- **What you should consider in looking for a lawyer:**
  - Hire someone who specializes in deportation cases.
  - If your deportation is related to a crime, consult a lawyer who specializes in criminal immigration cases.
  - Always obtain a written service contract before paying and make sure that it specifies what promises the lawyer makes. Keep a copy of the contract for your records.
  - Keep copies of all documents that the lawyer submits in your name.
  - Avoid notarios (notaries). They are not licensed to practice law.

(Rev. 02/22/16)
Form an Emergency Plan with Your Family

- Share information about your rights in case of a raid with your family, friends and neighbors.
- Emphasize that everyone, even those who are undocumented, has the right to remain silent.
- Memorize the telephone numbers for your lawyer, if you have one, or for organizations that can help you. Share this information with your family.
- Give written authorization to someone who will take care of your children in case you are detained.
- Designate a person you trust to make decisions in case you are detained. Teach this person how to withdraw money from your bank account to cover lawyer or deportation expenses.
- Give copies of all your documents to a family member you trust. Tell this person where you keep your important documents such as birth certificates, marriage licenses and passports.
- Remember that only people who have legal status should visit a detention center.
- Always carry your rights card. This card can be found in this packet.
- Update your passport and make sure that it remains current and truthful.

With Your Coworkers

- Share the information in this pamphlet with your coworkers.
- You could make an agreement that you will remain silent during a raid and not share information with Immigration agents about your migratory status or your country of origin.
- If no one gives information, it might help the group to be less vulnerable before immigration officials.

(Rev. 02/22/16)
Do you think that Immigration or the Police have violated your Civil Rights?

- **How do you identify a violation of your civil rights?**
  - Physical violence; Refusal to grant you your right to speak with a lawyer; Detention or registration of your identity without authorization; Entering with use of force into private areas; Physical or psychological abuse used to force someone to sign a document or give testimony; Giving false information (for example, telling someone that they are signing a “voluntary departure” form when it’s really a “deportation order”)

- **What should you document?**
  - You should record everything that happened: the badge numbers and names of officials, dates and locations where the abuses occurred, whether you were presented with documents without translation and the names and contact information of potential witnesses. Try to take very detailed notes.

- **Where can you make a complaint?**
  - Present your complaints to the detention center and to the regional ICE (Immigration and Customs Enforcement) office.
  - If this doesn’t work, notify the central ICE office in Washington D.C.
  - Contact the American Civil Liberties Union of VA, Office of Racial Justice & Immigrants’ Rights, by phone at 804-644-8022.

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If a raid occurs...

- Take notes on the incident
  - Names of the agents
  - Which departments did agents belong to: ICE or the police?
  - What time the raid occurred
  - Place of the raid
  - How many people were detained
  - Why they came: Did someone have a deportation order? Did someone have a criminal case pending? Was someone arrested during the raid for committing an offense?

- Gather the immigration documents of the people who were detained.

- Note the personal information of the detainees
  - Date of Birth
  - Nationality
  - Dates of entry to the U.S.
  - The person’s A#
Checklist of information that you should always have on hand or memorized

- First and last name(s)
- Date of Birth
- A# (Immigration registration number)
- Telephone number
- Current address
- Date of entry to the U.S.
- Your migratory status upon entry to the U.S.
- Your current migratory status
- If you have ever been arrested, you need information about your previous convictions
  - Dates of all previous convictions
  - Court verdicts
- Your lawyer’s phone number
- Your consulate’s phone number

Your Rights Card

<table>
<thead>
<tr>
<th>Conozca sus derechos:</th>
<th>Know your rights:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Si Inmigración o la policía lo detiene:</td>
<td>If you are detained by immigration or the police:</td>
</tr>
<tr>
<td>• Pase la tarjeta al agente y guarde silencio.</td>
<td>• Hand the card to the official, and remain silent.</td>
</tr>
<tr>
<td>• La tarjeta explica que usted quiere ejercer su derecho a no contestar preguntas sin consultar con un abogado.</td>
<td>• The card explains that you are exercising the right to refuse to answer any questions until you have consulted with a lawyer.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimados Señores:</th>
<th>To whom it may concern:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deseo ejercer mi derecho a guardar silencio y no contestar preguntas. Si me detienen, solicito comunicarme de inmediato con un abogado. Quisiera ejercer, además, mi derecho a no firmar nada sin consultar con mi abogado.</td>
<td>Please be informed that I am choosing to exercise my right to remain silent and the right to refuse to answer your questions. If I am detained, I request to contact an attorney immediately. I am also exercising my right to refuse to sign anything until I consult with my attorney. I would like to contact a lawyer at this number:</td>
</tr>
</tbody>
</table>

(Rev. 02/22/16)
Family Preparedness Plan

Every family should have a Family Preparedness Plan. While it is our hope that you never have to use your plan, it is a good practice to have one in place to help reduce the stress of the unexpected. This packet will help everyone create a Family Preparedness Plan, regardless of immigration status. However, because of the additional challenges immigrant and mixed status families face, we also have additional advice for immigrants.

_make a Child Care Plan_

Have a plan so that a trusted adult can care for your child if you cannot. This plan should include emergency numbers, a list of important contact information, a Caregiver’s Authorization Affidavit and a file with important documents. This packet includes templates to put together these documents.

_find out About Your Immigration Options_

Information and resources to find good immigration legal help is included in this packet.

- If you have a green card, find out if you can become a U.S. citizen.
- If you are here on a visa, find out if you can get a green card.
- If you do not have immigration status, find out if you may be eligible to get a green card, visa or work permit.
- If you have a criminal arrest or conviction, find out how it might affect your situation, or if there is a way to erase it from your record.
- If you are detained or put into deportation proceedings, ask for a hearing in front of a judge to get out of detention and to fight your deportation.

Know Your Rights

Everyone – both documented and undocumented persons – have rights in this country. Make sure you, your family members (even children), housemates, neighbors, and co-workers, regardless of their immigration status, know of their right to remain silent and all of their other rights if ICE or the police come to your home, neighborhood or workplace. A list of these rights, and a card asserting these rights, are included in this packet.
Child Care Plan

☞ Talk to Your Children About Your Plan

Without worrying them, assure your children that they will be taken care of if for some reason you are unable to care for them, even for a short period of time. Let them know who will care for them until you can.

☞ Decide Who Can Care for Your Children if You Are Unable To

Talk to the people you would want to care for your children if you are unable to and make sure they know they will be listed as emergency contacts. Memorize their phone numbers and have your children memorize them too.

Make sure your children know who can pick them from up school, who cannot pick them up from school, and who will care for them.

Your child’s school may only release your child to adults you designate. Therefore, make sure to regularly update all school, afterschool, day care, summer camp, and other programs’ emergency contact sheets and release forms to include the names of those who can and cannot pick up your children. If you have a restraining order against anyone, make sure to give a copy of it to the school.

Make sure the people who can pick up and care for your children are up to date on your child’s location and school.

☞ Write Down Instructions if Your Child Has Any Medical Conditions and /or Takes Any Medications

Make sure to write down any medical conditions or allergies your child has, any medications that your child takes, as well as doctor and health insurance information. Keep a copy of this information in your important documents file. Give a copy to your child’s school and the adult you designate to care for your children. Let your child know where to find this information if you are not around.
Have a Caregiver's Authorization Affidavit Signed

A Caregiver's Authorization Affidavit is a form to give to your child's school or health care provider so a non-parent relative can enroll your child in public school, make school-related medical decisions, and make other important decisions on your child's behalf if you are unable to. It allows non-relatives to enroll your child in school and to receive school-related medical treatment. A template is in this packet. A Caregiver's Authorization Affidavit does not affect your rights as your child's parent – you still have custody and control of your child.

Make Sure Your Children All Have Passports

If your child was born in the United States, visit www.travel.state.gov for more information on obtaining a U.S. passport.

If your child was born in your home country, check with your embassy or consulate for more information on obtaining a passport.

Inform Your Family and Emergency Contacts About How to Find You if You Are Detained by ICE

Family members can use the ICE detainee locator: https://locator.ice.gov/odis/homePage.do. Be sure your family and emergency contacts have a copy of your A-Number (your alien registration number found on your immigration documents from ICE) if you have one.
You can designate and document someone you trust with Power of Attorney to make financial, legal or child care decisions in your absence. You can designate this person to care for your children; to make decisions for your children; to handle your finances; to manage business decisions; to use your money to pay your rent or mortgage or to pay for your legal and other expenses. A power of attorney for your child allows you to designate another adult to make decisions for your child. It is temporary and does not require you to give up your parental or custodial rights.
Important Children's Information

Keep this information so those you designate to care for your children in your absence have all of the information they need.

<table>
<thead>
<tr>
<th>Child's Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Child's Cell Phone Number (if applicable)</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
</tr>
<tr>
<td>School Address</td>
<td></td>
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<tr>
<td>School Phone Number</td>
<td></td>
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<tr>
<td>Teacher's Name</td>
<td></td>
</tr>
<tr>
<td>Classroom Number</td>
<td></td>
</tr>
<tr>
<td>Afterschool Program</td>
<td></td>
</tr>
<tr>
<td>Afterschool Program Phone Number</td>
<td></td>
</tr>
<tr>
<td>Other Camp/Sports/Program</td>
<td></td>
</tr>
<tr>
<td>Other Camp/Sports/Program Phone Number</td>
<td></td>
</tr>
<tr>
<td>Allergies</td>
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<tr>
<td>Medical conditions</td>
<td></td>
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<tr>
<td>Medications</td>
<td></td>
</tr>
<tr>
<td>Doctor's Phone Number</td>
<td></td>
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<tr>
<td>Doctor's Address</td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td></td>
</tr>
</tbody>
</table>

Emergency Numbers and Important Contact Information

Keep this information in one place so that you and your family can access it easily.

<table>
<thead>
<tr>
<th>Emergency Numbers</th>
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</thead>
<tbody>
<tr>
<td>Immediate Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Police Department</td>
<td></td>
</tr>
<tr>
<td>Fire Department</td>
<td></td>
</tr>
<tr>
<td>Poison Control</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Family Contacts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother/Parent/Guardian</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td></td>
</tr>
<tr>
<td>Work Address</td>
<td></td>
</tr>
<tr>
<td>Work Phone</td>
<td></td>
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<tr>
<td>Father/Parent/Guardian</td>
<td></td>
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<tr>
<td>Home Phone</td>
<td></td>
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<tr>
<td>Work Address</td>
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<td>----------------------</td>
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</tr>
<tr>
<td>Work Phone</td>
<td></td>
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<tr>
<td>Other Emergency Contact and Relationship</td>
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<tr>
<td>Cell Phone</td>
<td></td>
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<tr>
<td>Other Emergency Contact and Relationship</td>
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<td>Cell Phone</td>
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<td>Other Emergency Contacts and Relationship</td>
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<tr>
<td>Cell Phone</td>
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<table>
<thead>
<tr>
<th>Miscellaneous Contacts</th>
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<tbody>
<tr>
<td>Doctor</td>
<td></td>
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<tr>
<td>Phone Number</td>
<td></td>
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<tr>
<td>Health Insurance Company</td>
<td></td>
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<tr>
<td>Policy Number</td>
<td></td>
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<tr>
<td>Pediatrician</td>
<td></td>
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<tr>
<td>Phone Number</td>
<td></td>
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<tr>
<td>Health Insurance Company</td>
<td></td>
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<tr>
<td>Policy Number</td>
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<tr>
<td>Dentist</td>
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<tr>
<td>Phone Number</td>
<td></td>
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<tr>
<td>Dental Insurance Company</td>
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<tr>
<td>Policy Number</td>
<td></td>
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<tr>
<td>Car Make/Model</td>
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<tr>
<td>License Plate Number</td>
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<tr>
<td>Car Insurance Company</td>
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<tr>
<td>Insurance Policy Number</td>
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<td>Phone Number</td>
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<tr>
<td>Consulate</td>
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<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
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<tr>
<td>Attorney/Nonprofit Legal Services Provider</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
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<tr>
<td>Phone Number</td>
<td></td>
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</table>
Glossary of Terms Used in the Immigration System

Absconder: *Fugitive with a deportation order*. Term used to refer to an immigrant who has a deportation order in his/her name and has not left the country. Frequently absconders are people who did not appear at their immigration court hearing and a deportation order was given in their absence. If an absconder is detained, he/she could be deported immediately and generally will not have the opportunity to present their case to an Immigration Judge.


Alien Registration Number(A#): *Immigration registry number*. Each person who enters the immigration system is assigned an Alien Registration Number. This number is different for every individual. The A number is found on each of a person’s immigration documents and is used to identify that individual.

Department of Homeland Security (DHS): This department of the United States Government is in charge of protecting the country from terrorist attacks and responding to natural disaster. The department was created after the attacks of September 11, 2001. It consists of 22 federal agencies, including the Citizenship and Immigration Services (USCIS) the U.S. Customs and Border Protection (USCBP), and US Immigration Customs Enforcement (ICE).

Deportation/Removal: The expulsion of an immigrant (who is not a citizen) from the United States. Individuals who may be deported include Legal Permanent Residents with felony charges, immigrants who overstayed their visas, those who seek refuge or political asylum, and undocumented immigrants.

Deportation Officer: When an individual is detained, his/her case is automatically assigned to a deportation official. This official should maintain contact with the detained person and inform him/her of developments in his/her case. It is the deportation officer who issues a notice to appear and receives notice when a detainee is going to be transferred to a different detention center.

Immigration Customs and Enforcement (ICE): This is the agency designated to issue detention orders and notices to appear (NTA’s). ICE also presses charges of violation of federal immigration law against a detained person. Essentially, this agency has the discretion to detain immigrants.

Immigration Detainer: Can be ordered by the Department of Homeland Security against an individual who was detained on criminal charges. Even if the person has not yet been charged or found guilty, DHS can decide to keep the individual in detention until Immigration agents come for him/her or until charges in violation of federal immigration law are pressed against that person.

Immigration Judge: The judge is in charge of immigration court. Judges have the power to order deportation, to stay the deportation, or to grant relief. In court the Immigration Judge makes the decision about the case of an individual under deportation proceedings, determining the case outcome of the individual.
Magistrate Judge: The judge that signs the warrant to enter a home or a workplace. Immigration judges do NOT sign search warrants.

Notice to Appear (NTA): The document on which immigration charges against an individual are noted. The NTA includes the date on which the individual must appear in court so that the judge can make a decision about his/her case.

Voluntary Departure: A type of self-deportation, it is when a person under deportation proceedings promises before the court to leave the country of their own will before the deadline ordered by the judge and agrees to pay their own return to their country of origin.

Warrant: A warrant is permission given by a magistrate judge authorizing the search of an individual's home or workplace.

Some phrases that you may find in a warrant include:
Authorized to enter
Premise: the place, location
Search
Subject to removal proceedings: can possibly be deported
Without legal authority: illegally
Example of a Warrant

*This is a copy of a warrant signed by a magistrate.

UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA

United States of America,
Plaintiff,

v.

The Premises Known As,
Swift & Company/ located at 1700 Highway 60 NE, Worthington, Minnesota/ and all its appurtenances, parking areas, and outdoor working areas

Defendant.

ORDER
FOR WARRANT FOR ENTRY ON PREMISES TO SEARCH FOR ALIENS WHO ARE IN THE UNITED STATES WITHOUT LEGAL AUTHORITY

The United States of America, having filed an application to authorize officers of United States Immigration and Customs Enforcement to enter the building on the premises described above in order to search for persons who are aliens in the United States without legal authority, together with an Affidavit and memorandum of Points and Authorities in support of the application, and the Court finding on the basis of the affidavit that there is probable cause to believe that located within the business premises described above are persons who are aliens in the United States without legal authority and subject to removal proceedings pursuant to Section 240 of the Immigration and Nationality Act, 8 U.S.C. § 1229a (1996).

IT IS THEREFORE ORDERED that the officers of U.S. Immigration and Customs Enforcement are authorized to enter the building and
Example of a warrant

(Second page)

areas on the premises described herein and to make such search as
is necessary to locate aliens present in the United States
illegally and counterfeit, altered, or imposter documents possessed
and/or used by the aliens who are not lawfully entitled to reside
within the United States and who are employed at present within
Swift, Inc. (See Attachment B). In making this search, the agents
of ICE are authorized to enter any locked room on the premises in
order to locate persons who may be such aliens in the United States
without legal authority and, if any such persons are found on the
premises, to exercise their authority pursuant to section 2457 of
the Immigration and Nationality Act, 8 U.S.C. § 1357, to question
them to determine whether they are such aliens and, if there is
probable cause to believe they are such aliens, to arrest them.

IT IS FURTHER ORDERED that U.S. Immigration and Customs
Enforcement shall conduct the entry and search during daylight
hours with ten (10) days of the issuance of this warrant, and make
its return to this Court with ten (10) days of the date the entry
and search have been completed.

Dated: December 2006

United States Magistrate Judge
General Durable Power of Attorney

**SAMPLE**

I, __________ (Name) __________, (referred to as petitioner) a resident of __________ (Address, county, state) __________, designate __________ (Agent name) __________, as my attorney in fact, to execute in their name any and all documents that they deem to be necessary on behalf of myself, the petitioner. By way of example, this power includes, but is not limited to:

1. The purchase, ownership, management, administration, and sale of properties of any nature and kind;
2. The borrowing of money on a secured or unsecured basis;
3. The mortgaging, pledging, or collateralization, or encumbrancing of property of the petitioner;
4. The lending of money on a secured or unsecured bases;
5. The establishment of bank depository accounts for the petitioner;
6. The deposit and withdrawal of funds from any such bank depository or any depository currently existing.
7. And the execution of any instrument necessary to carry out and perform any of the powers stated above, and to do any other acts requisite to carrying out such powers.

This power of attorney shall not terminate on disability of the principal.

(Date)
(Signature)

NOTARY

Sworn and subscribed before me this ______ day of ______, 20__.
Witness my hand and official seal.

______________________
Notary Public

______________________
Registration Number:

My Commission Expires ____________________________
Special Power of Attorney
**Sample**

I, _______________________, (referred to as petitioner) a resident of _______________________, designate _____________________, as my attorney in fact, to execute in their name any and all documents necessary to exercise the powers given herein. I give the attorney in fact the following powers:

8. To take temporary custody of my daughter/son, ____________________, until such time as I request the return of full custody to me.

9. To provide for the education, instruction, medical care, and all other care of my daughter/son, ____________________, as is appropriate for a child of his/her age.

10. I grant to said attorney in fact full power and authority to do, take, and perform all acts required for my son/daughter as I might or could do if personally present and not under disability.

This power of attorney shall not terminate on disability of the principal.

(Date)
(Signature)

NOTARY

Sworn and subscribed before me this ______ day of _______, 20____.
Witness my hand and official seal.

Notary Public __________________________ Registration Number: __________________________

My Commission Expires __________________________
List of Consulates

Consulate of Argentina
Address: Sarmiento Building
1811 Q Street NW,
Washington, DC 20009
Hours: Monday to Friday 9:00am to 1:00pm
Tel.: (202) 238-6460.
Fax: (202) 238-6471
E-mail: consular@embassyofargentina.us

Consulate of Bolivia
Address: 4420 Connecticut Ave. NW, Suite #2
Washington, D.C. 20008
Tel.: (202) 232 4828 / (202) 232 4827
Fax: (202) 232 8017
E-mail: consugeneral@bolivia-usa.org

Consulate of China
Address: 2201 Wisconsin Avenue, N.W.,
Washington D.C. 20007
Tel.: (202) 337-1956 / (202) 249-2266
Fax: (202) 588-9760

Consulate of Colombia
Address: 1100 1ST, N.W.,Suite 1007
Washington, D.C. 20009
Hours: Monday to Friday 9am - 1:00pm
Tel.: (202) 332-7476 / (202) 332-7573
Fax: (202) 332-7180
E-mail: cwashington@cancilleria.gov.co

Consulate of Ecuador
Address: 2535 15th Street, NW
Washington, D.C. 20009
Hours: Monday to Friday 9:00am to 1:00pm
Tel.: (202) 234-7200
Fax: (202) 234-3497
E-mail: ceeuwashington@mmrree.gov.ve

Consulate of El Salvador
In Washington, DC
Address: 2332 Wisconsin Avenue, NW
Washington, DC 20007
Tel.: (202) 337-4032
Fax: (202) 337-2038

In Woodbridge, VA
Address: 14572 Potomac Mills Rd.
Woodbridge, VA 22192
Tel.: (703) 490-4300
Fax: (703) 490-4463

Salvadoran Embassy
Legal Immigration Assistance
1400 16th Street, NW, Suite 100
Washington D.C. 20036
Tel. (202) 595-7500
Fax (202) 232-1928

Consulate of Guatemala
Contact: Hector Palacios
Address: 2220 R St. NW
Washington D.C. 20008
Tel.: (202) 745-3873 (202) 745-4953
Fax: (202) 745-1908
E-mail: consul@guatemala-embassy.org

Consulate of Honduras
Address: 1014 M St NW
Washington, DC 20001
Hours: Monday to Friday 9:30am-2:00pm
Tel.: (202) 306-4995
Fax: (202) 525-4004
E-mail: consul.hondurasdcusa@verizon.net

Consulate of South Korea
Address: 2450 Massachusetts Avenue N.W.
Washington, DC 20008
Tel.: 202-939-5600
Fax: 202-797-0595
Email: information_usa@mofat.go.kr

Consulate of Mexico
Address: 1250 23rd. St. N.W.
Washington DC 20037
Tels.: (202) 736-1000
Fax: (202) 234-4498

Consulate of Pakistan
Address: 3517 International Court NW
Washington, DC 20008
Tel.: 202-243-6500
Fax: 202-686-
Consulate of Panamá
Address: 2862 McGill Terrace, NW
         Washington, DC 20008
Hours: Monday to Friday 9:00am to 5:00pm
Tel.: (202) 483-1407 ext. 120
Fax: (202) 483-8413
E-mail: consular@embassyofpanama.org

Consulate of Paraguay
Address: 2400 Massachusetts Ave. NW
         Washington DC, 20008
Tel.: 202 483-6960
Fax: 202 234-4508
E-mail: eeuuembaparasc@mrc.gov.py

Consulate of Perú
Address: 1225 23 St. N.W. Washington D.C., 20037
Tel.: (202) 774-5450
Emergency (202) 230-9992
E-mail: consulado@conperdc.org

Consulate of Nicaragua
Address: 1627 New Hampshire Ave. N.W.
         Washington, D.C. 20009
Hours:
Tel.: (202) 939-6531, (202) 939-6573
Fax: (202) 939-6574

Consulate of Sudan
Address: 2210 Massachusetts Avenue, NW,
         Washington DC 20008
Tel: (202) 338-8565
Fax: (202) 667-2406

Consulate of Uruguay
Address: 1913 I Street, NW
         Washington, DC, 20006 (Lobby)
Hours: Monday to Friday 9:00am to 1:00pm, and 2:00pm to 4:00pm
Tel.: (202) 331-4219
Fax: (202) 331-8645
E-mail: consuluy@erols.com &
       conuruwash@uruwash.org

Consulate of the Dominican Republic
Address: 1715 22nd St. NW
         Washington, DC 20008
Tel.: contáctese con Señor Ramón Ruiz (202)332-6280
      Ext. 2524
Fax: (202) 387-2459
E-mail: consular@us.serex.gov.do

Consulate of Venezuela
Address: 1099 30th St. NW
         Washington DC, 20007
Hours: Monday to Friday 9:00am to 1:00pm
Tels.: (202) 627-1444
E-mail: consular@embavenez-us.org

Consulate of Vietnam
Address: 1233 20th St NW, Suite 400–
         Washington, DC 20036
Tel: 202.861.0737
Fax: 202.861.0917
E-mail: consular@vietnamembassy.us

(Rev. 02/22/16)
Detention Centers Used by Immigration:

1. **Hampton Roads Regional Jail**  
   **Physical Address:**  
   2690 Elmhurst Lane  
   Portsmouth, VA 23701  
   Telephone: 757-488-7500  
   **Mailing Address:**  
   P.O. Box 7609  
   Portsmouth, VA 23701

2. **Piedmont Regional Jail**  
   **Physical Address:**  
   801 Industrial Park Road  
   Farmville, VA 23901  
   Telephone: 434-392-1601  
   **Mailing Address:**  
   P.O. Drawer 388  
   Farmville, VA 23901

3. **Riverside Regional Jail**  
   500 Folar Trail, N  
   Prince George, VA 23860  
   Telephone: 804-524-6600

4. **Arlington County Detention Facility**  
   1435 N. Courthouse Road  
   Arlington, VA 22201  
   Telephone: 703-228-4470

5. **Pamunkey Regional Jail**  
   **Physical Address:**  
   7240 Courtland Farm Road  
   Hanover, VA 23069  
   Telephone: 804-537-6400  
   **Mailing Address:**  
   P.O. Box 510  
   Hanover, VA 23069

6. **Northwestern Regional Adult Detention Center**  
   **Physical Address:**  
   141 Fort Collier Road  
   Winchester, VA 22603  
   Telephone: (540) 535-3800

7. **Virginia Beach Correctional Facility**  
   **Physical Address:**  
   2501 James Madison Dr.  
   Virginia Beach, VA 23456  
   Telephone: (757) 385-4555  
   **Mailing Address:**  
   P.O. Box 6098  
   Virginia Beach, VA 23456

(Rev. 02/22/16)
List of Community Based Organizations that Provide Immigration Legal Services

American Civil Liberties Union of Virginia State Headquarters (for Civil Rights Violations)
530 E. Franklin Street, Suite 1412
Richmond, VA 23219
(804) 644-8022

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

CAIR Coalition (Capital Area Immigrants’ Rights Coalition)
1612 K Street NW, Ste. 204
Washington, D.C. 20006
Phone:(202) 331-3320

CARECEN (Central American Resource Center of Washington)
1460 Columbia Rd. NW, Ste. C-1
Washington, D.C. 20009
Phone:(202) 328-9799
Fax: (202) 328-7894

Catholic Charities, Hogar Immigrant Services
6301 Little River Turnpike, Suite 300
Alexandria, VA 22312
Phone: 703-534-9805

Detention Watch Network
333 14th ST. NW. Suite 205
Washington, D.C. 20010 (202)
393-1044 ext. 227

Just Neighbors
Immigration Legal Service
5827 Columbia Pike, Suite 320
Falls Church, VA 22041 (703)
979-1240

Kids In Need of Defense (KIND)
1300 L ST NW Suite 1100
Washington, D.C. 20005 (202)
824-8680
Email: info@supportkind.org

Human Rights First
805 15th Street NW, Suite 900
Washington, D.C. 20005
Phone: (202) 547-5692
Fax: (202) 543-5999.

Northern Virginia Family Service
Legal Service
6400 Arlington Blvd. #110
Falls Church, VA 22042
Phone 571- 748-2806
Email: info@nvfs.org

Tahirih Justice Center
6402 Arlington Blvd. Ste. 300
Falls Church, VA 22042
Phone: 571-282-6161

(Rev. 02/22/16)
List of Community-Based Organizations that Provide Family Services

Catholic Charities of the Diocese of Arlington

Family Services:
Offers counseling
200 Glebe Road, Suite 506
Arlington, VA 22203
(703) 841-2531

Christ House
Emergency Assistance – food; clothing; shelter (for single males only)
131 S. West Street
Alexandria, VA 22314
(703) 549-8644 (office)
(703) 548-4227 (emergency assistance)

Winchester County Department of Human Services: 540-667-0145

Alexandria Department of Human Services: 703-746-5700

Arlington Department of Human Services: 703-228-1300

Fairfax County Coordinated Services: 703-222-0880

Loudoun County Department of Human Services: 703-669-4636

(Rev. 02/22/16)