



Neighborhood Legal Services  
of Los Angeles County

# Family Preparedness Guide

AFTER COMPLETING YOUR FAMILY PLAN AND A CHILD INFORMATION FORM FOR EACH CHILD, KEEP THEM AND ALL RELATED DOCUMENTS IN A SAFE PLACE ACCESSIBLE TO YOUR TRUSTED PERSON.

## IF I AM DETAINED, I WILL MEMORIZE THE PHONE NUMBER AND CALL THIS TRUSTED PERSON WHO WILL HELP ME IMPLEMENT MY EMERGENCY PLAN:

Name: \_\_\_\_\_ Number: \_\_\_\_\_

## DEPORTATION DEFENSE ATTORNEY INFORMATION (Who will represent me if I am detained?)

My Trusted Person will call this attorney who I have ALREADY RETAINED to assist me. Do NOT list an attorney from NLSLA here.

Name: \_\_\_\_\_ Number: \_\_\_\_\_

My Trusted Person will call attorneys from NLSLA’s Removal Defense list or will call the ImmDef Rapid Response Legal Assistance Hotline (213) 833-8283 to obtain legal assistance for me.

## OTHER ATTORNEY INFORMATION (Attorneys who have represented me in the past, including NLSLA if applicable)

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

## A NUMBER

My A Number (USCIS Number) if applicable: \_\_\_\_\_

## EMERGENCY CONTACTS

If I am detained, my emergency person will call the following people (Names and numbers) to notify them:

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

### EMERGENCY CONTACTS, CONTINUED

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

### LOCATION OF IMPORTANT DOCUMENTS

It is important that your trusted person knows where to find the important documents you may quickly need if detained, including but not limited to the following documents. For each document, note whether you have it and where it is located. It will be easiest for your trusted person if you put everything the same place.

Birth certificates of everyone in your family \_\_\_\_\_

Passports for everyone in your family \_\_\_\_\_

Immigration documents, including application copies, receipts, approvals, work permits, etc.  
\_\_\_\_\_

Marriage certificates, divorce decrees, custody orders \_\_\_\_\_

Social Security Cards \_\_\_\_\_

Evidence you have been in the US for 2 years, including receipts, bills, mail you have received, taxes, etc.  
\_\_\_\_\_

Medical records if you have a medical condition that requires medication or other assistance  
\_\_\_\_\_

Vaccination records for everyone in the family \_\_\_\_\_

Other: \_\_\_\_\_

### BAIL INFORMATION

Name and Number of Person (US Citizen or Resident) who could post bond for me to be released from Immigration detention (bond is often \$1500, but can be higher):

Name: \_\_\_\_\_ Number: \_\_\_\_\_

**FAMILY IN HOME COUNTRY**

Names and phone numbers of my family in the country to which I might be deported:

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

I DO NOT want my employer to be notified if I am detained.

I DO want my employer to be notified if I am detained.

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Consider who you want to pick up your paycheck if you are not available and what you want them to do with it. Plan for paycheck:

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**FINANCIAL INFORMATION**

Consider whether there is anyone who can assist you with any payments that are due in your absence and explain the plan here:

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**SHORT-TERM DEPENDENT CARE PLAN**

Consider who can immediately care for all of your dependents if you are detained. List the name and number of each person with whom you have already made a verbal agreement to care for your children in an emergency. It is better to list more than one person, if possible, to make sure that someone is available when you need them. MAKE SURE TO NOTIFY YOUR CHILDREN'S SCHOOL OR CARE PROVIDER THAT YOU AUTHORIZE THESE PEOPLE TO PICK YOUR CHILDREN UP IN CASE OF EMERGENCY.

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Document any notes regarding your short-term plan here, including if you intend for different dependents to go with different caregivers:

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**LONG-TERM DEPENDENT CARE PLAN**

Consider whether your long-term plan for care of your dependents is the same as your short-term plan or if you would want your dependents to be sent to you in your country if you were deported, or to be with other family members somewhere else. Include names and numbers of any caregivers not previously documented in your instructions. If you want your children to travel to your country if you are deported, you will need to apply for a passport for each one, as passports are difficult to obtain if the parent listed on the birth certificate is not available to sign.

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