Catholic Charities Atlanta (CCA) Immigration Legal Services holds a monthly “intake day” for potential clients. Please call our office at 678-222-3920 to inquire about the date of our next scheduled intake day.

CCA charges by service. The initial consultation (consult) fee is $100 with a $50 non-refundable deposit due on intake day. Exact fees for CCA representation are determined on an individual, case-by-case basis, and will be discussed at the conclusion of the consult. Case representation fees are also based on the client providing full disclosure of information related to their case. For example, CCA may charge the client for additional work if information related to their case has changed (for example, a marriage or arrest) or if information was withheld by the client. No service is performed or client fees incurred without prior disclosure to the client.

On intake day, potential clients (PCs) are screened so that CCA’s intake staff can understand what kind of service is needed and determine whether the PC is eligible for representation (e.g., whether the PC meets low-income requirements, or has convictions for domestic violence, child abuse, child neglect, or any other serious crime.). If the PC does not qualify for CCA services, CCA will refer the PC to another service provider. If the PC does qualify, CCA’s intake staff will schedule the PC for a consult with a CCA legal representative at a future date and at which the CCA legal representative will assess the case and PC’s available options. Consults do not occur on intake day but are scheduled for future dates, and clients must return to the office for that separate appointment.

**Intake Day Instructions:**

- Many people come to CCA to request a consult on intake day, and the line can get long
- It is recommended to arrive to the CCA office no later than 7:30 am on intake day to ensure intake staff can attend to everyone
- Items to bring:
  - a $50 non-refundable deposit (credit/debit cards are not accepted at this time) to hold the future consult appointment (if a consultation is not scheduled, the deposit will be returned to the individual)
  - proof of income (pay stubs, etc.)
  - any documents that would assist CCA in understanding the case

**Consult Appointment Instructions:**

- if a consult with a CCA legal representative is scheduled, potential clients must return to the office at that future time
- $50 is required for the remaining consult cost (credit/debit cards are not accepted at this time)
- receiving a consult with a CCA legal representative does not mean that the legal representative has agreed to represent the individual or ‘take the case’
- if an individual has available relief, and CCA is willing to represent him/her, the CCA legal representative will then provide detailed information about fees for services
- if the individual chooses to work with CCA, he/she will sign a retainer agreement before CCA begins working on the case