

JACKSON & HERTOGS
IMMIGRATION AND NATIONALITY LAW SERVICES



DEVELOPING CUSTOMIZED MOBILITY PROGRAMS

Since 1950, Jackson & Hertogs has served companies and individuals seeking to relocate to the United States either on a temporary or permanent basis. We represent companies large and small from a broad swathe of commercial sectors:

- telecommunications
- information technology
- biotechnology
- academia
- management/engineering consultancy
- venture capital

While Jackson & Hertogs can easily answer your individual legal questions, we also assist companies large and small in developing customized immigration policies and strategies. Of course, our core mission is to assist companies in securing appropriate immigration benefits for international personnel. However, we also offer deeper services for larger HR or Mobility departments. These services include (1) database reporting tools that help review past work performed and future work needed for foreign personnel, (2) internal compliance audits, (3) seminars on immigration policy “best practices,” development and/or review of corporate immigration benefits policies, (4) export license review, and (5) representation before any and all various government agencies involved in all levels of immigration procedure.



LEVERAGING INFORMATION TECHNOLOGY

Companies need access to immigration counsel who possess not only expertise, but also the technology and methodologies required to rapidly identify and procure the right visa. Jackson & Hertogs employs a web-based system that provides secure worldwide access, online document management and 24-7 access. The level of access to our case management database system can be adjusted according to an individual's level of authorization. Various company HR personnel may be authorized to monitor case status, and/or initiate new cases through the web. Because all information relating to an employee's visa status is stored within our database, employee reports can be generated on the fly, either by our firm, or by appropriate HR personnel. Employees may complete questionnaires online and upload electronic copies ("scans") of critical documents confident that their personal data remains safe. They may also individually monitor the progress of their application online. Not only can visa application forms be created and distributed online, but our Guardian I-9 system also helps companies outsource and simplify their I-9 reverification. I-9 forms can be completed online, and old paper I-9 forms can be scanned and stored electronically.

Sharing and transferring information through a shared database ensures maximum efficiency and minimal redundancy. Preserving client data on our secured database systems efficiently creates and reproduces relevant documentation, while minimizing risk of error. As a result, we provide the shortest possible turnaround time, while simultaneously ensuring quality work product.



KEEPING CLIENTS INFORMED

Immigration laws and procedures change constantly. New rules, requirements, fees, or procedures are created almost every month. The challenge facing HR departments today lies not only with securing immigration benefits for new personnel, but also to answering questions posed by current personnel. Jackson & Hertogs invests significant resources to actively educate clients not only of the basic framework of US immigration laws, but also to relevant changes. We provide information to our clients through several media, including our:

- **Website:** Our website is updated weekly with immigration news of interest to our clientele. Our website also acts as a clearinghouse for numerous FAQs and government publications on myriad immigration topics.
- **E-mail Listservs:** We maintain dynamic e-mail bulletin systems to advise corporate HR departments of developments requiring attention. However, our systems can also target discrete sets of foreign employees uniquely impacted by changes to law.
- **Webinars:** We conduct regular web-based seminars, through which our clients can phone in and receive PowerPoint presentations through their own personal computers.



PROVIDING GLOBAL VISA SERVICES

As markets have expanded and opened throughout the world, global mobility is critical to a company's success. Whether your organization has offices and/or customers outside the United States, Jackson & Hertogs understands that you require global immigration services for the international relocation and movement of your employees. We will advise, consult and work with you to strategize all aspects of obtaining your employees' visitor visas, entry clearance, work authorization and permanent residence to any other country. We provide a single point of contact for all global immigration services. We partner with foreign law firms and immigration service providers throughout the world to provide quality service and seamless movement of your personnel for international relocations and business trips. We structure our services flexibly in response to your needs. We will liaise and work directly with your US offices and/or we will provide advice and services to your organization's affiliate in the target country and keep you apprised of the case status. We also will liaise directly with employees who need visas for international business travel or work authorization for international relocation. Our case management system creates reports to track your global immigration cases by country, process and expiration date. We create specific country processes with the list of required documents and interim work-flow steps.

Jackson & Hertogs also advises and assists with applications for short term business visas to other countries. The United States has agreements with many different countries allowing US citizens to enter those countries without first obtaining a visa as part of the Visa Waiver Program. If no visa is required, we can prepare any necessary documentation to support the individual's admission to the target country as a business visitor.



ENSURING I-9/IRCA/E-VERIFY COMPLIANCE

Recent rules allowing for electronic completion and storage of the form I-9 make it easier for outside immigration counsel to help companies ensure that its I-9s are properly completed, securely stored, and timely purged. With our advanced web-deployed technologies, we can now integrate both I-9 completion and E-Verify review in one simple software solution. Jackson & Hertogs has decades of experience helping companies develop and maintain their I-9 compliance programs. We offer a wide range of I-9 services, including:

- educational webinars on I-9 compliance techniques
- customized I-9 program creation and maintenance
- internal reviews of existing I-9 files and procedures, followed by detailed recommendations for training HR personnel
- assistance with government audits of I-9 files
- electronic storage of existing I-9 files
- fully outsourced I-9 completion and storage assistance with responding to SSA “no-match” letters, which can be a precursor to a wider I-9 audit

Jackson & Hertogs offers different customized models of support. For example, your company can complete an initial I-9 for every new hire, using our software solution. Should a question arise regarding the validity of a document used for I-9 compliance, your HR staff can escalate that question to one of our attorneys, simply by clicking a button in the I-9 software. Jackson & Hertogs can also track I-9s requiring reverification, a common occurrence with foreign personnel. We will follow up with employees to obtain or present the required documents to ensure continuous employment authorization. Most importantly, if your company enrolls in E-Verify, either by choice or to comply with new federal regulations, we can directly manage all E-Verify submissions through our I-9 software. If re-verification of an existing hire is required through E-Verify, we can manage the I-9 and E-Verify check for those employees as well.



LEADING IMMIGRATION PRACTICE

Established in 1950, Jackson & Hertogs is comprised of 7 attorneys and 25 support staff, all exclusively focused on corporate immigration practice. Our firm has received accolades not only on its expertise, but also on its activities within the immigration bar. Our clients range from publicly-listed multinational companies to venture capital-based start-ups to individual entrepreneurs and scientists.

Our attorneys are leaders in developing immigration law and policy through our bar activities. Our attorneys currently play active roles as liaisons with the American Immigration Lawyers Association (AILA) to national, regional, and local offices of US Departments of Labor and Homeland Security. Many of our attorneys are regularly invited to lecture on substantive immigration matters at AILA's national conferences. The individual attorneys making up our team collectively hold decades of experience from all aspects of the immigration process, and not only from the corporate world. Thus, within our attorney team we have individuals with past backgrounds ranging from US Labor Department examiner, to DHS trial attorney, to USCIS asylum officer, to deportation defense counsel. Our legal team regularly liaises with relevant federal agencies in order to secure frictionless immigration processing. However, we have also litigated issues in federal court when no other alternatives present themselves. As a result, our attorneys have received accolades from every major publication, including the most recent editions of *Best Lawyers in America*, *Chambers USA*, Martindale-Hubbell's *Bar Register of Pre-Eminent Lawyers*, and the International Bar Association's *Who's Who Legal* guide for Corporate Immigration. Four of our attorneys have received Martindale-Hubbell's highest rating "AV" ("very high to preeminent").



SERVING THE COMMUNITY

Since 1950, Jackson & Hertogs has had a long tradition of providing pro bono legal services to needy individuals and families seeking immigration assistance. Our attorneys regularly provide free counsel to less wealthy members of the public on a range of different immigration issues, working either individually or in concert with nonprofit organizations. The firm actively encourages all attorneys to find some way to contribute to the local community, not only through pro bono legal representation, but also by participating in local outreach services. Attorneys at our offices have collectively contributed hundreds of hours of volunteer time to a number of different organizations. A representative sample of just some of our pro bono activities include:

- mentoring refugee/asylum pro bono counsel referred from the Lawyers Committee for Civil Rights,
- representation of immigrants seeking relief under the Violence Against Women Act (VAWA) in conjunction with the International Institute of the Bay Area,
- free advice to immigrants seeking US citizenship, in conjunction with the San Francisco Citizenship Workshop,
- representation of immigrants in conjunction with the AIDS Legal Referral Panel, and
- assistance to immigrant veterans in conjunction with AILA's Military Assistance Program.



CONTACT US

Though an established firm with a hard-won pedigree, our firm is still growing, and we look forward to providing you the very best in immigration counsel. For more information about our full range of services, or simply to ask an immigration question, please visit our website at www.jackson-hertogs.com. Alternatively, please feel free to contact our office directly:

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