

# WHAT TO DO IF YOUR NONCITIZEN CLIENT IS DETAINED BY ICE AT THE COURTHOUSE

---

- **PRE-APPEARANCE:** If you know your client may be subject to immigration detention, use the attached **Detention Risk Intake Form** to gather basic information about your client's immigration situation prior to the court appearance. *Record the name, email, and phone number of the person closest to your client who will handle coordination if your client is detained.*
  - **LAWYERS OF THE DAY:** Use **Detention Risk Intake Form** to gather relevant information from any noncitizen you are assigned to.
- **IF DETAINED:** Immediately fill out the form at <https://ilapmaine.org/detention>.
  - Fill out online form in English. It will likely take 5-10 minutes to fill out.
  - Work with the client's friend/family member to fill out this form or submit it yourself and ILAP will reach out to you to find out who is the coordinating friend/family member. If additional help is needed, call Maine Immigrant Right
  - Include as much information as possible but do not delay submission to gather all the requested information. Submit what you have.
  - Report whether your client lives and/or works in Maine to establish a connection to the state for funding purposes.
  - Please note that this request is for representation on release from DETENTION ONLY (habeas, if necessary, and bond), not on representation for the merits of the immigration case.
- **TIMELINE:** The form intake is monitored Monday – Friday. Requests received before 3pm Monday – Thursday will get a same day response. Requests received before 1pm Friday will get a same day response.
- **BE AVAILABLE:** Call back from ILAP staffer will occur as soon as possible, and within one business day of form submission. You will receive updates about assignment of representation if you request to be kept informed.

*If you have additional questions:*

- Call or email MCPDS Resource Counsel:
  - Shannon McKinnon at 207-613-7299 – [shannon@mckinnonandlee.com](mailto:shannon@mckinnonandlee.com)
  - Kelsey Lee at 207-699-4298 – [kelsey@mckinnonandlee.com](mailto:kelsey@mckinnonandlee.com)