ICE Detention: Family Information Worksheet

Record confirmed facts, mark unknowns, and keep dates and sources with every update.

Do not wait for a complete worksheet to report a removal deadline, urgent health concern, loss of contact, or a child without care. Contact counsel promptly.

1 / IDENTITY AND FAMILY CONTACT

Full legal name / other names on records

A-number, if known / date and country of birth / preferred language

Family contact, relationship, callback number / backup contact

2 / CUSTODY AND URGENCY

Arrest date, time, place and agency / witness or document source

Current or last confirmed facility / confirmation date and source

Last contact / transfer information / prior lawyer and contact

Urgent deadline, removal concern, health need, or dependent-care issue / source

3 / CONTACT LOG

Date / time	Office / person	Confirmed facts	Next step

ICE Detention: Family Information Worksheet

Gather copies for counsel. Keep originals safe and list missing records.

Ask counsel how to send documents securely. Write down what is unavailable. Do not guess at legal conclusions such as "no bond," "case closed," or "order stayed."

4 / DOCUMENTS TO GATHER

- ☐ Identity and immigration papers; entry, parole and filing records
- ☐ Custody decision, including Form I-286 if issued; all pages
- ☐ Notice to Appear; hearing notices; bond and removal orders
- ☐ Criminal charges, dispositions, sentences and custody dates
- ☐ Housing and support evidence; family and employment records
- ☐ Medical records; medication names, doses and prescriber contact
- ☐ Prior lawyer information; location history and contact log

Missing documents / who can obtain them / next request date

5 / POSSIBLE RELEASE PLAN

Proposed address / support person and relationship / supporting record

Transportation, appointment reminders, treatment and dependent-care arrangements

6 / QUESTIONS FOR COUNSEL

Which detention rule applies? Who can consider release? Is separate removal or stay work needed? What deadlines control? What does the fee cover? Who will handle the case?

Attorney / agreed next step / deadline / person responsible

OFFICIAL CONTACT ROUTES

ICE locator: locator.ice.gov/odls/

ICE detention information: 1-888-351-4024 | ice.gov/contact

For parents/guardians seeking a child in HHS custody: 1-800-203-7001

Court case information: acis.eoir.justice.gov/en/ (not a custody locator)

HLG: 216-696-6170 | lawfirm4immigrants.com/book-consultation/

A booking does not itself arrange emergency representation or stop removal.