

## Immigration Workshop: Drafting Successful Submission Cover Letters

**Course Summary:** This workshop will involve an in-depth discussion of how to write excellent and persuasive submission cover letters in order to maximize your client's chance of success. Practical exercises and examination of well-drafted precedents will provide specific examples to flesh out attendees' understanding. Ethical and professionalism responsibility considerations regarding honest submissions and client service will also be addressed.

### **Course Outline:**

1. Overview
2. Background knowledge
  - Know your Act, Regulations and policy instruments
  - Understand the legal test
  - How to properly research
3. Theory of the Case
  - Identify your strongest and weakest facts
  - Tie the facts to the legal test
  - Clearly state your elevator pitch
4. Conceptualizing your submission letter
  - Do your subheadings first
  - Think about your introduction and conclusion
  - Address and mitigate your weaknesses
5. Best Practices
  - Avoid procrastination
  - Leave time for errors/missing documents/proofreading
  - Use of quotations and excerpts
  - Evidence is everything
  - Spell it out
  - Think critically
  - Use plain language
  - Update regularly

## 6. Common Errors and Pitfalls

- Disorganized presentation
- Lack of evidence
- No connection between facts/law/evidence
- Over-reliance on precedents

## 7. Ethical Considerations

- How to handle suspected false documents
- Confronting contradictions and implausibilities
- Setting fair fees
- Retainer agreements
- How to deal with clients who don't follow advice
- Engaging your client's active participation
- Keeping your client informed

## 8. Practical Exercises

- Review and critique of sample precedents
- Brainstorming a sample legal argument
- Brainstorming a sample document list

## 9. Questions and answers