AILA Account Portal

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

4

Renew Membership | InfoNet | Message Center | Logout

Welcome back, Matt!

Change My Picture

1

Matt Pedroso
918 F Street, NW
Washington, DC 20004
Tel: 202-216-2400
Fax: 202-783-7853
Update My Profile

Membership: Regular,
Active-Approved, exp. 7/1/07
Renew Membership

My Communication Settings

2

Receive AILA Email: Yes
Receive AILA Faxes: Yes
Receive AILA Marketing EMail: No
Receive AILA Marketing Mail: Yes
Receive InfoNet "Recent Postings": Yes (Change Preferences)
Receive Listserv Email: Yes (Change Preferences)

My Directory Settings

3

Chapters: Central Florida (primary), Georgia
Interest Areas: Asylum, Consular Practice, Family, Medical
Bar Admissions: Alaska, Florida
Language Proficiency: English
Practice Setting: Small law firm (2-24 total attorneys)
Ethnicity: - -

Conferences & Education

Register — CLE: 4.0

Register — CLE

5

Register — CLE: 3.0

View All Events

Member Directory

6

Interest Area
Language
City
State
Zip Code
Last Name
Search

<< Register!

Donate to AILF

7

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. The portal "hotspot" will print the user's primary address, membership details and an option to add/change a profile photo. If the user is a non–member, the Membership area will show a Join option.

2. This area will allow users to change their contact settings on the fly; inline editing will be used so that users will not need to leave this screen.

3. This area will allow users to view their current demographic and searchable data. Each label will be linked to a detail screen allowing users to update their selections.

4. The utility navigation area will contain links to the most popular AILA systems that are not already accounted for in the main portal content area. As in #1, the Membership link will change depending on the user's current person type.

5. This area will list (A) the conferences a user is currently registered for, or (B) conferences that a user could register for.

6. This area will be the basic search for the Member Directory. Note that additional fields may be added and/or a "power search" will be implemented to allow users to search committees, boards, chapters, etc.

7. This area contains ad–hoc content, such as important announcements, AILF donation ads or other admin–defined content.

American Immigration Lawyers Association	1.0	04/17/2007
Portal Main Page		www.lucidea.com

AILA Join/Renew Online

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

InfoNet | Already a Member? Sign in >>

New Account

1

Person Type

Email Address

Continue to 2.1 -- OR --

Continue to 2.5 -- OR --

Continue to 2.6

Sign In

Already have an account? Need to renew?

2

User ID

Password

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. This area is the entry point for attorneys joining online. It collects the email address for duplicate validation. If no duplicate is found, the user will proceed to Screen 2.1.

This area is also the entry point for students joining online. It collects the email address for duplicate validation. If no duplicate is found, the user will proceed to Screen 2.5.

This area is also the entry point for users who want to create a basic non–member account, whether for conference registration, or to access protected Infonet features. It collects the Person Type (government, non–member attorney, etc.) to trigger specific fields on Screen 2.6. It also collects the email address for duplicate validation. If no duplicate is found, the user will proceed to Screen 2.6.

2. This area is the entry point for non–authenticated users who wish to renew, or for existing non–members who wish to register for a conference.

Existing student members signing in will be checked for regular membership eligibility based on their anticipated graduation date. If the date on record is before the current date, students will "upgrade" their membership by proceeding to Screen 2.1.

AILA Join/Renew Online

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

InfoNet | Already a Member? Sign in >>

1. Contact Information 2. Practice Information 3. Additional Information 4. Add-ons 5. Payment

Join Online - Attorney

3

Contact Information

1

Firm Name
Firm Website
Prefix
First Name
Last Name
Suffix
Date of Birth

Primary Address

Home Phone
Work Phone
Fax

Law School
Graduation Date
Member of ABA?
Date of Bar Admission
Bar Number
Number of Years Practicing
What Bars are you a member of?

2

Continue to 2.2

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. This screen collects (or updates) contact information for members who are joining for the first time.

"Number of Years Practicing" is used to calculate regular member dues (i.e. less than 3 years pays $295, or greater than 3 years pays $395).

2. Users who are reviewing their membership details as the result of their current session's Join application will be presented with a link to return to Payment (i.e. the user was referred from Screen 4.1). For this use case, the link will be repeated on all non–transactional screens. This navigation also serves as a quick visual cue to let first–time applicants know what steps remain in the process.

In the case where a user was referred to the Join application from Screen 3.1, the navigation will vary; this concept of contextual navigation will be applied to all multi–screen processes.

AILA Join/Renew Online

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

InfoNet | Already a Member? Sign in >>

1. Contact Information 2. Practice Information 3. Additional Information 4. Add-ons 5. Payment

Join Online - Attorney

Practice Information

1

During the three years immediately preceding the date of this application, have you ever been suspended or disbarred by any court, bar association, administrative agency or other disciplinary authority?

Yes ◯ No ◯

Are you employed employed by or receive any compensation for services rendered to the Government of the United States, Labor Department, Employment Service or like body of any state, territory or subdivision thereof?

Yes ◯ No ◯

Are you engaged in the practice of law, and so engaged in compliance with the law applicable in every place where you maintain an office for the practice of law?

Yes ◯ No ◯

Please also describe your practice setting:

- ◯ Solo Practicioner
- ◯ Small law firm (2-24 total attorneys)
- ◯ Medium law firm (25-74 total attorneys)
- ◯ Large law firm (75+ total attorneys)
- ◯ In-house Corporate Counsel
- ◯ Legal services / non-profit organization
- ◯ Law school facility / academic field
- ◯ Other

Continue to 2.3

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. This screen collects the initial Attestation agreement from the new member. These fields correspond to sections 10–13 of the printed membership application.

AILA Join/Renew Online

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

InfoNet | Already a Member? Sign in >>

1. Contact Information 2. Practice Information 3. Additional Information 4. Add-ons 5. Payment

Join Online - Attorney

Additional Information

1

What are your substantive areas of interest in immigration law?

- ☐ Asylum
- ☐ Business
- ☐ Consular Practice
- ☐ Deportation
- ☐ Employer Sanctions
- ☐ Family
- ☐ General
- ☐ Investor
- ☐ Litigation
- ☐ Medical
- ☐ Naturalization

Please list any languages, other than English, in which you are proficient:

Please indicate your race / ethnicity classification: (Optional)

- ☐ African
- ☐ African-American
- ☐ Asian/Pacific Islander
- ☐ Caucasian (non-Hispanic)
- ☐ Hispanic/Latino
- ☐ Indian Subcontinent
- ☐ Middle Eastern
- ☐ Multi-Racial
- ☐ Native American/Alaskan Native
- ☐ Other/No Answer

Join Only (no Conf. Reg.) -- OR -- Member (Conf. Reg.) 2

Continue to 4.0 | Continue to 3.2

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. This screen collects the Interest areas, Languages and Ethnicity of the new member. These fields correspond to sections 4,5 and 14 of the printed membership application.

2. Depending on the user's current session purchases, the button click action (and labelling) will vary. If a user is simply completing a new Join application, he/she will proceed directly to Screen 4.0; if the user was referred to the Join application from Screen 3.1, the user will then return to Screen 3.2 to define any Guest or Event add–ons.

AILA Join/Renew Online

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

InfoNet | Message Center | Logout

1. Eligibility Attestation 2. Add-ons 3. Payment

Renew Online - Attorney

1

Additional Information

Eligibility Attestation – by agreeing below, I certify that:

1. I have not been suspended or disbarred by any court, mandatory bar association, administrative agency or other disciplinary authority during the past 3 years;
   and
2. I am either: (a) currently licensed to practice law and in good standing with a bar of a state or territory of the United States or (b) I am a foreign-licensed attorney in good standing with the Court of the country in which I reside and practice law; or (c) I am employed full-time as a law professor at an ABA-accredited law school;
   and
3. I am not in the employ of the federal Government of the United States (other than as a Federal Public Defender) or of the labor department, employment service or like body of any state, territory or subdivision thereof;
   and
4. If I am engaged in the practice of law, I am so engaged in compliance with the law applicable in every place where I maintain an office for the practice of law. If I am engaged in the practice of law in the United States, I also maintain an active or equivalent status license to practice law with a bar of a state or territory of the United States.

☐ I Agree

Renew Only (no Conf. Reg.) -- OR -- Member (Conf. Reg.)

2

Continue to 4.0 Continue to 3.2

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. This screen collects the renewed Attestation agreement from the member. These fields correspond to sections 10–13 of the printed membership application, and are currently read–only in the online renewal.

2. Depending on the user's current session purchases, the button click action (and labelling) will vary. If a user is simply completing a membership Renewal, he/she will proceed directly to Screen 4.0; if the user was referred to the Renewal application from Screen 3.1, the user will then return to Screen 3.2 to define any Guest or Event add–ons.

AILA Join/Renew Online

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

InfoNet | Already a Member? Sign in >>

1. Student Profile 2. Add-ons 3. Payment

Join/Renew - Law Student

Contact Information

1

Prefix
First Name
Last Name
Suffix
Date of Birth
Primary Address
Phone
Fax
Law School
Graduation Date
Law School City
Law School State

I hereby apply for Law Student Membership in the American Association of Immigration Lawyers Association. If so accepted, I will abide by its Bylaws. I have read and understood the law student membership provisions, and I agree that the right to require evidence of any of the statements contained herein and that any misstatement may be grounds for expulsion or denial of this application. All the statements contained in this application are true and correct to the best of my knowledge.

☐ I Agree

Join/Renew Only (no Conf. Reg.) -- OR -- Student (Conf. Reg.)

3

Continue to 4.0 Continue to 3.2

Proof of Full-time Student Status

Upload Current Transcript or Registrar Letter

2

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. This screen collects the contact information, law school and attestation from the new or returning student member.

2. This area will prompt the user to upload a current transcript or letter from his or her school Registrar. Student members will be prompted for this verification for each subsequent renewal, effectively making Join and Renewal the same for students. Screen 2.0 details additional post–graduation parameters for returning student members.

AILA Join/Renew Online

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

InfoNet | Already a Member? Sign in >>

Create Non-member Account 1

Contact Information

Prefix
First Name
Last Name
Suffix
Date of Birth
Primary Address
Phone
Fax

Non-member (no trans) -- OR -- Non-member (Conf. Reg.)

Continue to 1.0 | Continue to 3.2 2

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. This screen collects contact and demographic information for all other non–member person types; the person types are: Government Employee, Member's Paralegal, Non–Member Attorney, Non–profit non–AILA Member, Other Non–Member. It will function exactly as does the current Infonet "Create Account" screen, whereby specific fields and validations are triggered based on the Person Type selected (Screen 2.0).

2. Depending on the user's current session purchases, the button click action (and labelling) will vary. If a user is simply creating a basic account, he/she will proceed directly to Screen 1.0; if the user was referred to this screen from Screen 3.1, the user will then return to Screen 3.2 to define any Guest or Event add–ons.

AILA Conferences & Education

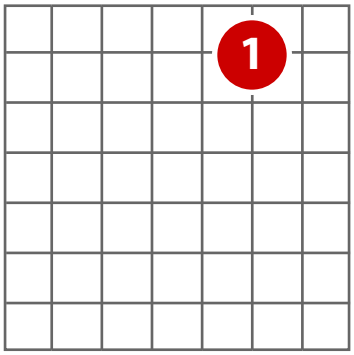
approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

Renew Membership | InfoNet | Message Center | Logout

Conferences & Education

May 2007



2

Pre-AILA Crimes & Litigation Seminar

Annual Conference

2007 Annual Board of Governors Meeting

June 26: Union Issues for Immigration Attorneys

June 28: Common but Complex: Conditional Residence Removal

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. Users can view the conferences and events scheduled for a particular month by using the calendar–style navigation feature. On calendar days for which events are scheduled, the cell will be highlighted.

2. This area will list the events that are scheduled for a particular month. The event name will be linked to Screen 3.1. The description for the event will be defined in CAM and may include text indicating CLE credits, related resources or other program materials.

The initial page load will default to the list of events for the current month/year. If no events are scheduled for a particular month, users will be provided with links to jump to months where events are scheduled.

AILA Conferences & Education

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

Renew Membership | InfoNet | Message Center | Logout

1. Account Details 2. Guests & Events 3. Add-ons 4. Payment

Conferences & Education

Event Detail 1

Register for this Event 2

To receive the special members-only rate, please take a few minutes to complete the application for AILA membership. When you are finished, you will be returned to this conference registration.

Continue to 2.0

If you do not wish to become a member at this time, you can still register at the regular rate.

Continue to 3.2

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. In the current Infonet conference registration, event detail text is controlled by means of a CMS document record. Question: in the new system, will this continue to be the case, or should the detail text administrative function be moved to CAM?

2. In the cases of non–members wishing to register for an event, or current members due for renewal, this area will contain 2 distinct registration options. The non–member option will inform the user that he/she can receive the member rate if they first Join Online (Screen 2.0). Language will also be added to let the user know that they are required to create at least a basic account prior to checkout (Screen 2.6).

The member due–for–renewal option will inform the user that his/her membership is about to expire and that they may want to take this opportunity to renew. Language will also be added to let the user know that they are currently eligible for the regular member price of the conference registration.

The second option will allow any logged–in user to proceed directly to Screen 3.2.

AILA Conferences & Education

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

Renew Membership | InfoNet | Message Center | Logout

1. Account Details 2. Guests & Events 3. Add-ons 4. Payment

Conferences & Education

Guests

1

3

Guest	Rate	
Mr. Diego Rivera	$150.00	remove
Mrs. Frida Kahlo	$150.00	remove

Prefix
First Name
Last Name

Add Guest

Related Special Events

2

Event	Attending?	Quantity	Rate
Berger Memorial Scholarship Fund	Yes ◯ No ◯	1	
AILF 2007 Celebration	Yes ◯ No ◯		$150.00

Continue to 4.0

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. As in the current system, registrants will have the option to invite guests to the event for an additional fee. The current system will be improved in that it will not require a page refresh in order to see the option to add guests.

2. As in the current system, registrants will be presented with the opportunity to add special events to their registration. If there are no special events, this area will be hidden entirely.

3. Users who are reviewing their registration details as the result of their current session's Conference Registration will be presented with a link to "Return to Checkout" (i.e. the user was referred from Screen 4.1). For this use case, the link will be repeated on all non–transactional screens.

AILA Transaction

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association 3

1. Contact Information 2. Practice Information 3. Additional Information 4. Add-ons 5. Payment

Transaction

Pre-payment Upsells 1

Conference Name - View Full Details

Conference Name - View Full Details

Conference Name - View Full Details

Donate to AILF 2

AILF was established to promote public understanding of immigration law and policy through education, policy analysis, and support to litigators.

Donation Amount $60

Continue to 4.1

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. If the user initiated a join or renew transaction, independent of Conference Registration, this area will present a short list of upcoming conferences and provide options to Add To Cart. An option to "View Event Details" will expand/collapse the full description for each event; users will not leave this screen. For each conference added to the cart, users will subsequently be prompted for guests or add-on events (Screen 3.2).

If a user initiated a conference registration transaction, independent of Join/Renew, this area will NOT present options to join/renew, as the user would have already elected to skip this step on Screen 3.1.

2. For all transactions going through the system, users will be prompted/asked for a donation to AILF. Language will be included to inform the user of "what AILF is", any tax deduction info, etc.

3. Note that the utility navigation will be removed from the upsell (4.0) and payment (4.1) screens. This is done to discourage users from abandoning the transaction prior to completion. These screens will also make use of "dirty form" technology, which will alert the user of a pending transaction and prompting for confirmation if they elect to navigate away.

AILA Transaction

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

1. Contact Information 2. Practice Information 3. Additional Information 4. Add-ons 5. Payment

Transaction

Line Items 1

Select an item below to edit or review details.

Item	Quantity	Cost
AILA Membership	1	$395.00
2007 Annual Board of Governors Meeting (Member Rate)	1	$575.00
AILF Donation	1	$60.00
	Total	**$1030.00**

Payment Information 2

Card Type
Card Number
Expiration Date
Name on Card
Card Verification Code What's this?

Continue to 4.2

Verisign Secured

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. This area provides line item details of all products added during the user's session. Users may have added any number of "products" to arrive at this single point–of–payment. In the current system, user's are frequently obliged to make multiple credit card payments, depending on the number of services purchased; an overarching goal of the myAILA project is to make the transactional components friendlier and more intuitive to the end–user.

Each line item will be linked to the appropriate origin screen; for instance a line item for AILA Membership will allow the user to quickly navigate back to screens 2.1 – 2.4; an event registration will allow the user to review guests and special events on screen 3.2; an AILF Donation line item will allow the user to update the contribution defined on screen 4.0. An option to "Return to Checkout" will be presented on each of these screens.

2. This area prompts the user to enter the credit card details. The "What's this?" link is to provide popup information on the Card Verification Code.

In the current system, SSL entry/exit is handled in an inconsistent manner; end–users repeatedly see the "This page contains both secure and non–secure items" browser message. During development, steps will be taken to insure that the myAILA transaction screens handle this technical detail more elegantly.

AILA Transaction

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

InfoNet | Message Center | Logout

Transaction

Confirmation - Thanks Matt!

Thank you for your purchase. A receipt of this transaction has been sent to your email address.

Item	Quantity	Cost
AILA Membership	1	$395.00
2007 Annual Board of Governors Meeting (Member Rate)	1	$575.00
AILF Donation	1	$60.00
	Total	**$1030.00**

Print Receipt | Continue to 1.0 | 1

Verisign Secured

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. The receipt page will list each item purchased by the user; it will also email them a plain–text receipt of the purchase.

Options will be presented to the user to print the receipt for their records and to return to the main portal screen (1.0). Any link or button clicked on this page will exit the user from SSL.

AILA Member Directory

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

Renew Membership | InfoNet | Message Center | Logout

Member Directory

Search

1

Interest Area
Language
City
State
Zip Code
Last Name

Continue to 5.1

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. Depending on AILA's decision on Screen 1.0, bullet 6, this screen may or may not be built out. Effectively, this screen will serve as the "power search" option, but isn't strictly necessary if all search parameters are available on the main portal page.

This screen will function in the same manner as the current "Immigration Lawyer Search" landing page. The following fields will be searchable: Interest Area, Language Spoken, City, State OR Zip Code (with radius) and Last Name.

AILA Member Directory

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

Renew Membership | InfoNet | Message Center | Logout

Member Directory

Search Results

1

New Search (Back to 5.0)

84 Lawyers match your search

[List out search parameters here]

Export to PDF

1 2 3 4 5

Viewing 1 - 20 of 84

Name	City and State/Province	Firm
Last Name, First Name Middle Name links to 5.2		
2		

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. This screen will print the search results from 5.0. An option will be provided to return to 5.0 to execute a new search. Results will be paged in groups of 20. Results can also be sorted by clicking on the Name, City/State or Firm table headers.

Unlike the publicly–facing "Immigration Lawyer Search", results will not be randomized. More often than not, this feature only confuses the end–user and there is less need for illustrating a lack of "preferential treatment" in the context of a restricted, members–only search interface.

2. For each result returned, the member's name will link to the profile on Screen 5.2.

Note that labels and verbiage on this screen will change if the end–user was referred from screen 6.0.

AILA Member Directory

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

Renew Membership | InfoNet | Message Center | Logout

Member Directory

Member Detail

Return to Results

1

Export to PDF

First Name Middle Initial Last Name
name@lawyerwebsite.com
http://www.lawyerwebsite.com

2

Law Firm Name
123 Address Street, Suite 1200
Townsville, NC 27282
Map Location

Lawyer's description and user-defined text

AILA Disclaimer

3

AILA Member Since
1982

Law School
Big Law University - 1965

Bar Admissions
New York

Types of Cases Handled
Adoption
Asylum & Protection
Business & Employment
Consular Processing
Deportation - Removal
Employer Sanctions
Family
General
Health Care Related Professionals
Investor
Litigation
Naturalization
Students and Exchange Visitors

Languages Spoken
English

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. The member detail screen will provide an option to return to the search results listing, feature a user–defined photo (if available) and an option to export the entire profile listing to PDF.

2. The main content area of this screen will print the lawyer's name, email address, website, firm address. As in the "Immigration Lawyer Search" site, an option will also be provided to allow end–users to map the firm's address using Google Maps. (Alternately, AILA may prefer to stick with the AOL MapQuest feature; either direction is fine.)

3. This area will highlight the lawyer's qualifications. It will list the member's AILA join date, law school and graduation year, bar admissions, types of cases handled and languages spoken.

Note that labels and verbiage on this screen will change if the end–user was referred from screen 6.0. Additionally, the profiled member's contact setting/info will vary per the requirements detailed in screen 6.0.

AILA Mentor Directory

approved
initial:

MyAILA | Your link to the American Immigration Lawyers Association

Renew Membership | InfoNet | Message Center | Logout

Mentor Directory

1

Adjustment of Status

Link to Screen 5.1, Legalization/"late legalization", NACARA, Section 245(i)

Asylum & Protection

TPS/DED, Asylum and Refugees (General), Expedited Removal (Asylum)

Business Immigration

Children's Issues

Consular Affairs/Visas

...

...

...

...

© 2007, American Immigration Lawyers Association. All Rights Reserved.

Notes:

1. Per the removal of Snippets in the Infrastructure Division requirements, members will be presented with a new interface for browsing other members who are flagged as Mentors in CAM. This screen will leverage code used in screens 5.1 and 5.2 for its results and detail views. In order to implement this screen, the following actions will be taken:

– AILA will provide a spreadsheet detailing the categories/subcategories for the mentor directory; the list can be nested up to 3 levels deep. This data will be a combination of the current Mentor Directory Affiliations in CAM (http://cam.aila.org/sysadmin/affiliations/Default.aspx?pald=269) and the top–level labels in Infonet (currently hard–coded, http://www.aila.org/content/default.aspx?docid=1303). Ultimately, the data will "live" under a new tab in CAM under System Admin, next to Affiliations, labeled "Mentor Directory".

Technical Note: All data will be removed from its current location and added to a new parent/child table in CAM. A corresponding web service method will also be added.

– In CAM, the person record's Contact area will be moved to the Comm Prefs tab.

– On the Comm Prefs tab, 2 new top–level areas will be added below the Communication Preferences header: Member Directory Preferences and Mentor Directory Preferences. These areas will use the same interface as the current Contact area. All current Contact data from the Details tab will be applied to the Member Directory; the Mentor Directory will not be populated initially, but will contain the exact same options as the Member Directory.