

# Susan W. Scheer

## ATTORNEY AT LAW

MEMBER OF NJ BAR

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PRACTICE LIMITED TO  
U.S. IMMIGRATION LAW

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To: Potential Client  
From: Susan W. Scheer, Esq.

### ADJUSTMENT OF STATUS – MARRIAGE CHECKLIST

We are in need of items indicated by an "X" and/or arrow in order to proceed with the filing:

#### Proof of US Citizenship of Petitioner

Birth Certificate showing birth in US or  
 Naturalization Certificate

#### To avoid payment of \$1000 penalty:

Proof of lawful entry of Beneficiary i.e., valid visa/I-94 document

#### To prove marriage:

Marriage Certificate, signed by Registrar and issued by governmental agency (not religious entity).

#### To prove dissolution of prior marriages:

Divorce Judgment(s) and/or  
 Death Certificate(s)

Copy of valid passport (passport must be valid by time of interview).

Birth Certificate of Beneficiary and translation

Photographs (two of Petitioner/four of Beneficiary)

Filing Fees make checks payable to Susan W. Scheer in separate check in the following amounts:

Fingerprinting	\$ 50.00
Form I-130	\$ 130.00
Form I-485	\$ 255.00
Form I-485 A	\$1000.00 (If NO proof of lawful entry available)
Form I-765	\$ 120.00 (optional - only required if work authorization application is filed)
<b>TOTAL:</b>	<b>\$555.00</b> (unless form I-485A ( \$1000.00 ) is filed)

Affidavit of Support, executed by spouse.

Job Letter (s) (sample enclosed)

Paycheck Stubs, most recent.

Income Tax Returns and W-2's, for previous three years

Bank Letter and/or Evidence of Joint Investments (401k, CDs) showing date opened & balance (letter should reflect account in joint names at marital address). Bank letter must be supported by recent bank statements.

**This additional documentation and the medical results are brought to the interview. This documentation includes:**

Photo album including photos of marriage, family gatherings, celebrations, vacations.

Envelopes (correspondence/junk mail/magazines) noting names at marital residence.

Checking Accounts/Saving Accounts/Investment Accounts in joint names at marital residence.

\_\_\_\_\_ **Mortgage/Lease** from Landlord of joint marital residence, supported by receipts/cancelled checks.

\_\_\_\_\_ **Life/Car/Health Insurance** in joint names, reflecting spouse as beneficiary.

(Copy of declaration page reflecting spouse as second driver)

\_\_\_\_\_ **Driver's License or D.M.V. non-driver I.D. or Permit** reflecting marital address (for both parties).

\_\_\_\_\_ Any other **evidence of assets or liabilities in joint names at marital residence**, i.e., cable bill, telephone bill, utility bill, loan documents, credit cards, store cards (Blockbuster, Price Club, Shop Rite, etc.)

\_\_\_\_\_ **Correspondence and holiday/greeting cards** between husband and wife

SUMMARIES: A.S. (CHECKLIST MARRIAGE)