ANGELA LOBO

US Immigration Virtual Legal Assistant

Helping U.S. immigration attorneys [redacted]

[redacted]

About Me

I am a Certified Legal Virtual Assistant specializing in U.S. immigration case support. I help solo attorneys [redacted]

[redacted] My LegalVA Hub certification gave me the practical tools to translate that legal knowledge into professional remote support, including case file management, demand letter drafting, and docket management.

[redacted]



Services I Offer

Immigration Case Management

- Client intake & screening
- Case status coordination & tracking
- Appointment and scheduling coordination
- Legal team coordination

USCIS Form & Document Preparation Support

- USCIS form preparation support
- Document collection & organization
- Confidential information management
- CRM & case management software support (InsZoom, CHwizard, Clio)

Client & Administrative Support

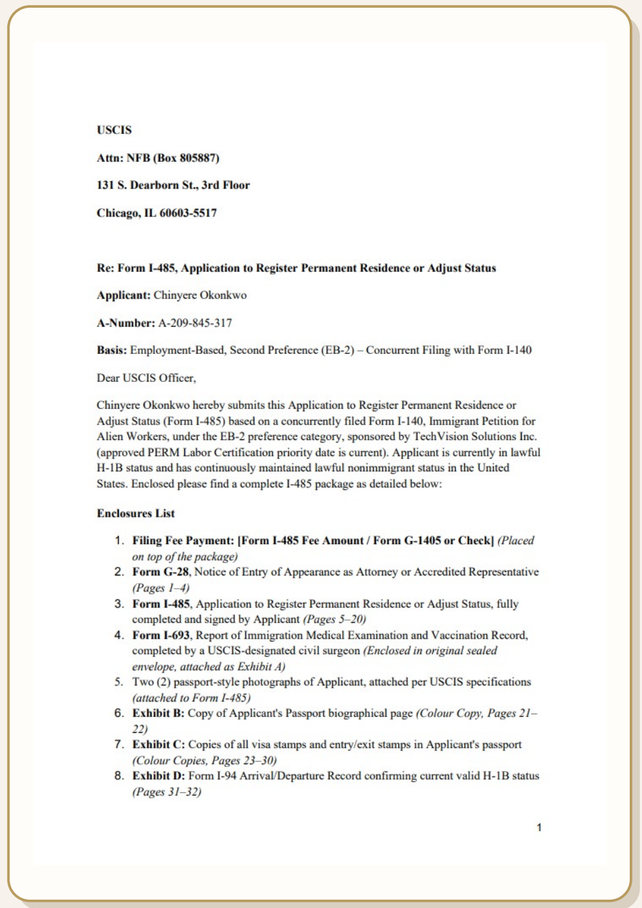
- Client communication & follow-up
- Multilingual client services (English, Spanish, French)
- Billing & payment support

[redacted]

Work Sample

Legal Document Drafting

Drafted attorney-ready legal documents including the retainer agreement, case summary memorandum, and I-485 cover letter.



USCIS

Attn: NFB (Box 805887)

131 S. Dearborn St., 3rd Floor

Chicago, IL 60603-5517

Re: Form I-485, Application to Register Permanent Residence or Adjust Status

Applicant: Chinyere Okonkwo

A-Number: A-209-845-317

Basis: Employment-Based, Second Preference (EB-2) – Concurrent Filing with Form I-140

Dear USCIS Officer,

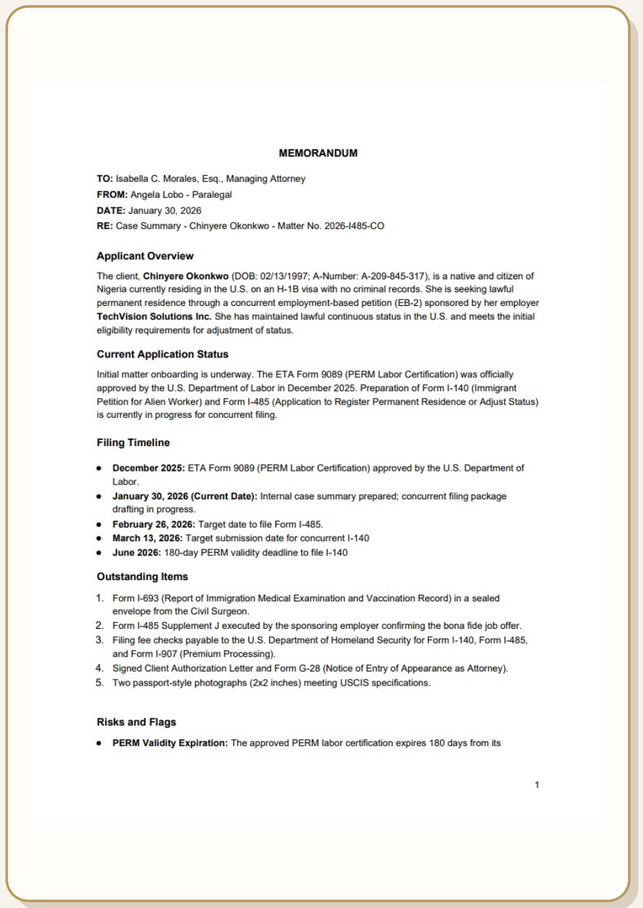
Chinyere Okonkwo hereby submits this Application to Register Permanent Residence or Adjust Status (Form I-485) based on a concurrently filed Form I-140, Immigrant Petition for Alien Workers, under the EB-2 preference category, sponsored by TechVision Solutions Inc. (approved PERM Labor Certification priority date is current). Applicant is currently in lawful H-1B status and has continuously maintained lawful nonimmigrant status in the United States. Enclosed please find a complete I-485 package as detailed below:

Enclosures List

1. **Filing Fee Payment: [Form I-485 Fee Amount / Form G-1405 or Check]** *(Placed on top of the package)*
2. **Form G-28**, Notice of Entry of Appearance as Attorney or Accredited Representative *(Pages 1–4)*
3. **Form I-485**, Application to Register Permanent Residence or Adjust Status, fully completed and signed by Applicant *(Pages 5–20)*
4. **Form I-693**, Report of Immigration Medical Examination and Vaccination Record, completed by a USCIS-designated civil surgeon *(Enclosed in original sealed envelope, attached as Exhibit A)*
5. Two (2) passport-style photographs of Applicant, attached per USCIS specifications *(attached to Form I-485)*
6. **Exhibit B:** Copy of Applicant's Passport biographical page *(Colour Copy, Pages 21–22)*
7. **Exhibit C:** Copies of all visa stamps and entry/exit stamps in Applicant's passport *(Colour Copies, Pages 23–30)*
8. **Exhibit D:** Form I-94 Arrival/Departure Record confirming current valid H-1B status *(Pages 31–32)*

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Cover Letter I485



MEMORANDUM

TO: Isabella C. Morales, Esq., Managing Attorney
FROM: Angela Lobo - Paralegal
DATE: January 30, 2026
RE: Case Summary - Chinyere Okonkwo - Matter No. 2026-I485-CO

Applicant Overview

The client, **Chinyere Okonkwo** (DOB: 02/13/1997; A-Number: A-209-845-317), is a native and citizen of Nigeria currently residing in the U.S. on an H-1B visa with no criminal records. She is seeking lawful permanent residence through a concurrent employment-based petition (EB-2) sponsored by her employer **TechVision Solutions Inc.** She has maintained lawful continuous status in the U.S. and meets the initial eligibility requirements for adjustment of status.

Current Application Status

Initial matter onboarding is underway. The ETA Form 9089 (PERM Labor Certification) was officially approved by the U.S. Department of Labor in December 2025. Preparation of Form I-140 (Immigrant Petition for Alien Worker) and Form I-485 (Application to Register Permanent Residence or Adjust Status) is currently in progress for concurrent filing.

Filing Timeline

- **December 2025:** ETA Form 9089 (PERM Labor Certification) approved by the U.S. Department of Labor.
- **January 30, 2026 (Current Date):** Internal case summary prepared; concurrent filing package drafting in progress.
- **February 26, 2026:** Target date to file Form I-485.
- **March 13, 2026:** Target submission date for concurrent I-140
- **June 2026:** 180-day PERM validity deadline to file I-140

Outstanding Items

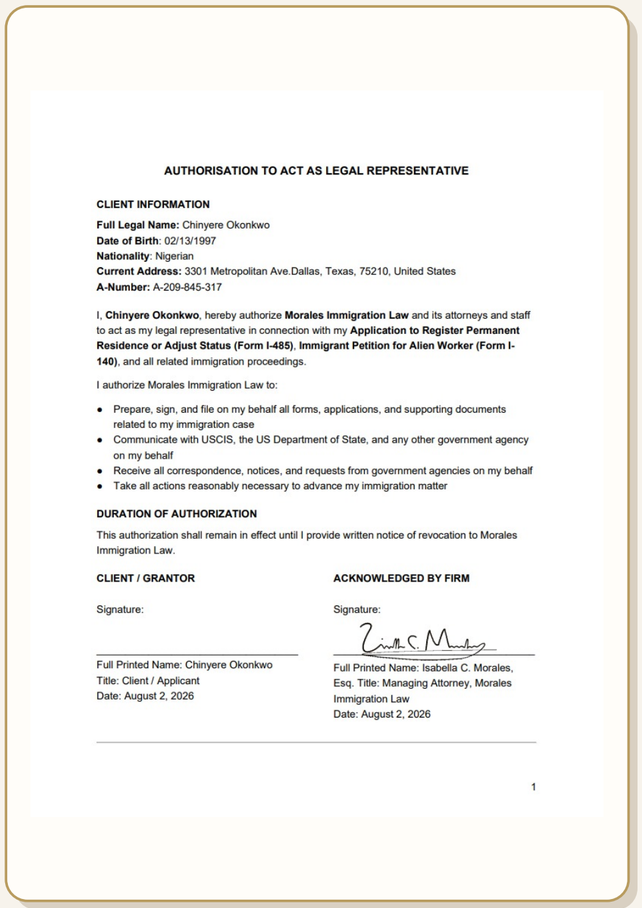
1. Form I-693 (Report of Immigration Medical Examination and Vaccination Record) in a sealed envelope from the Civil Surgeon.
2. Form I-485 Supplement J executed by the sponsoring employer confirming the bona fide job offer.
3. Filing fee checks payable to the U.S. Department of Homeland Security for Form I-140, Form I-485, and Form I-907 (Premium Processing).
4. Signed Client Authorization Letter and Form G-28 (Notice of Entry of Appearance as Attorney).
5. Two passport-style photographs (2x2 inches) meeting USCIS specifications.

Risks and Flags

- **PERM Validity Expiration:** The approved PERM labor certification expires 180 days from its

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Memorandum Summary Case



AUTHORISATION TO ACT AS LEGAL REPRESENTATIVE

CLIENT INFORMATION

Full Legal Name: Chinyere Okonkwo
Date of Birth: 02/13/1997
Nationality: Nigerian
Current Address: 3301 Metropolitan Ave.Dallas, Texas, 75210, United States
A-Number: A-209-845-317

I, **Chinyere Okonkwo**, hereby authorize **Morales Immigration Law** and its attorneys and staff to act as my legal representative in connection with my **Application to Register Permanent Residence or Adjust Status (Form I-485)**, **Immigrant Petition for Alien Worker (Form I-140)**, and all related immigration proceedings.

I authorize Morales Immigration Law to:

- Prepare, sign, and file on my behalf all forms, applications, and supporting documents related to my immigration case
- Communicate with USCIS, the US Department of State, and any other government agency on my behalf
- Receive all correspondence, notices, and requests from government agencies on my behalf
- Take all actions reasonably necessary to advance my immigration matter

DURATION OF AUTHORIZATION

This authorization shall remain in effect until I provide written notice of revocation to Morales Immigration Law.

CLIENT / GRANTOR

Signature:

Full Printed Name: Chinyere Okonkwo
Title: Client / Applicant
Date: August 2, 2026

ACKNOWLEDGED BY FIRM

Signature:

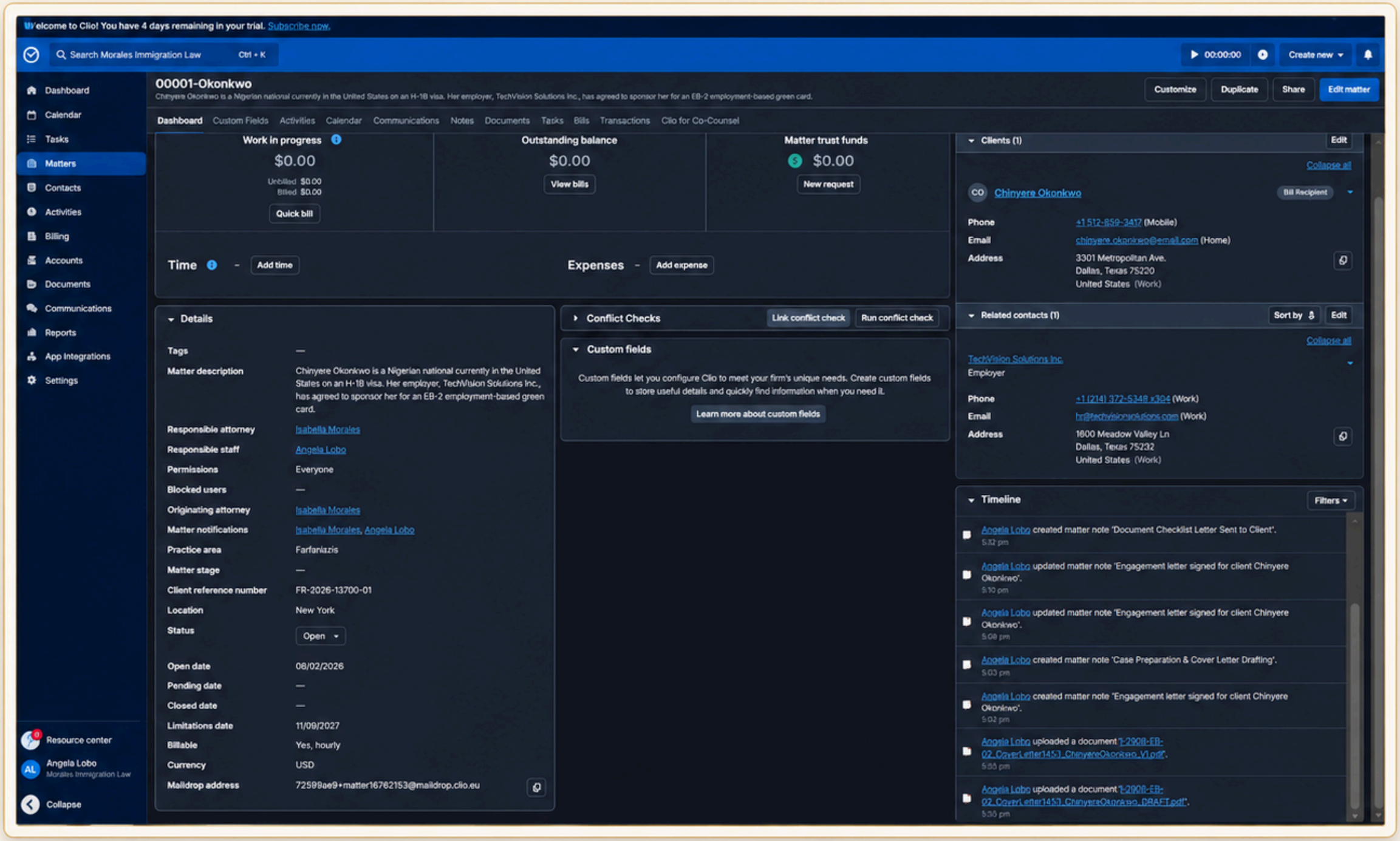
Full Printed Name: Isabella C. Morales, Esq. Title: Managing Attorney, Morales Immigration Law
Date: August 2, 2026

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Contract Retainer

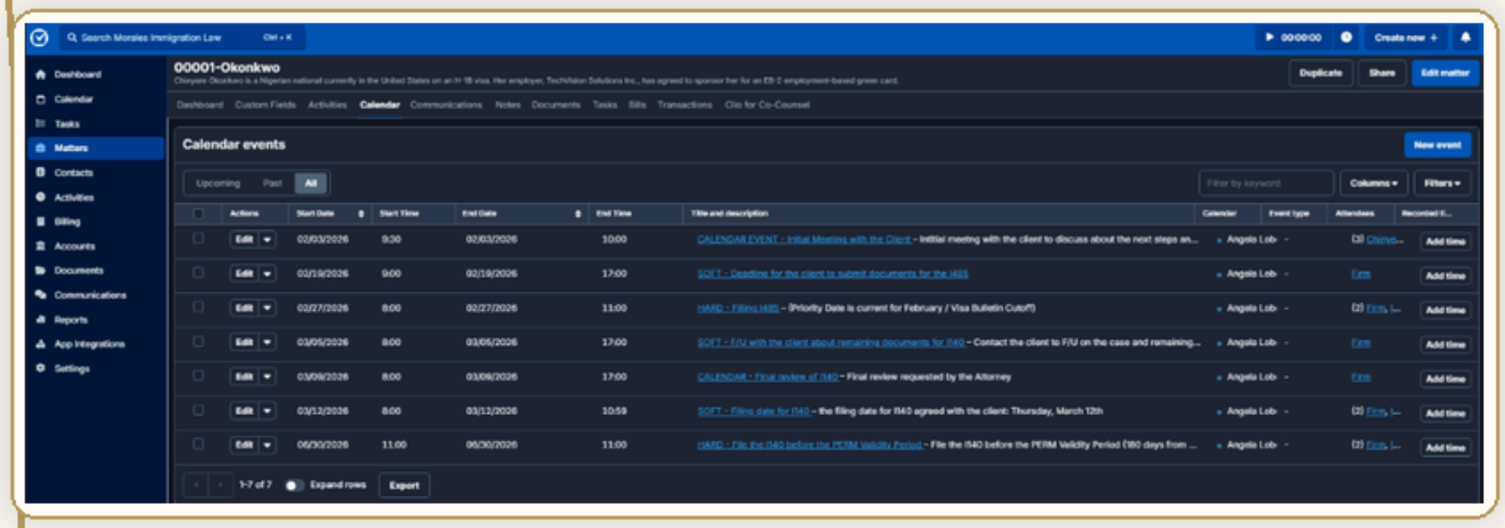
Case Management in Clio

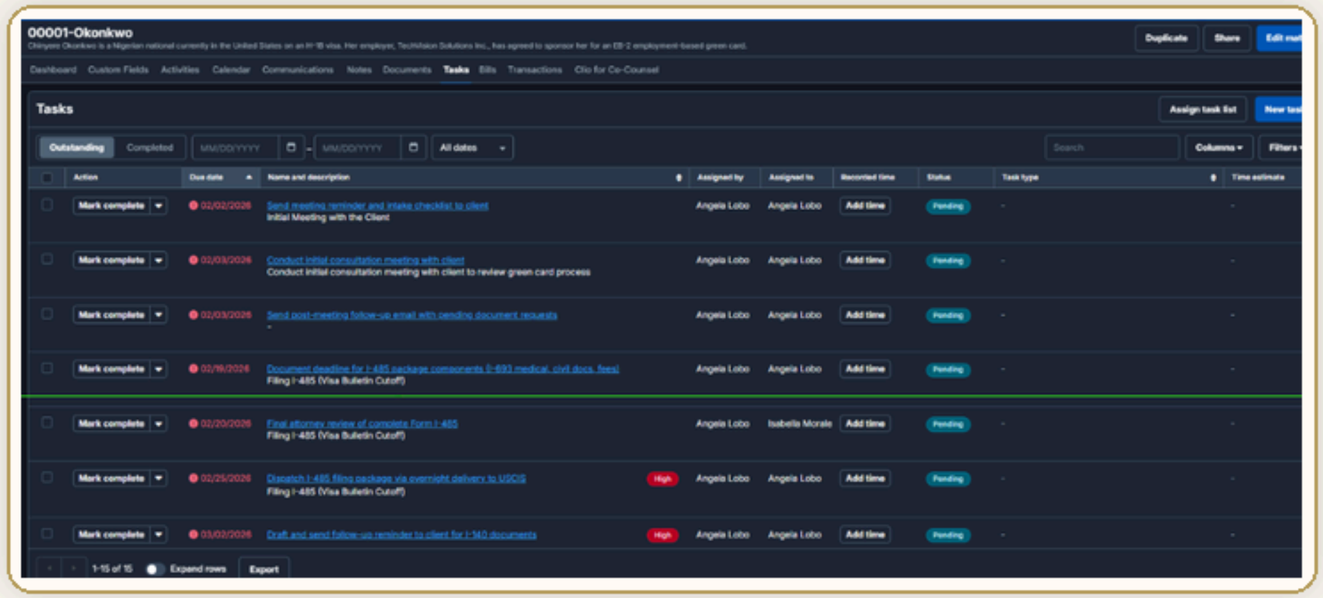
Set up and managed an active matter inside Clio for an immigration case.



Docket & Calendar Management

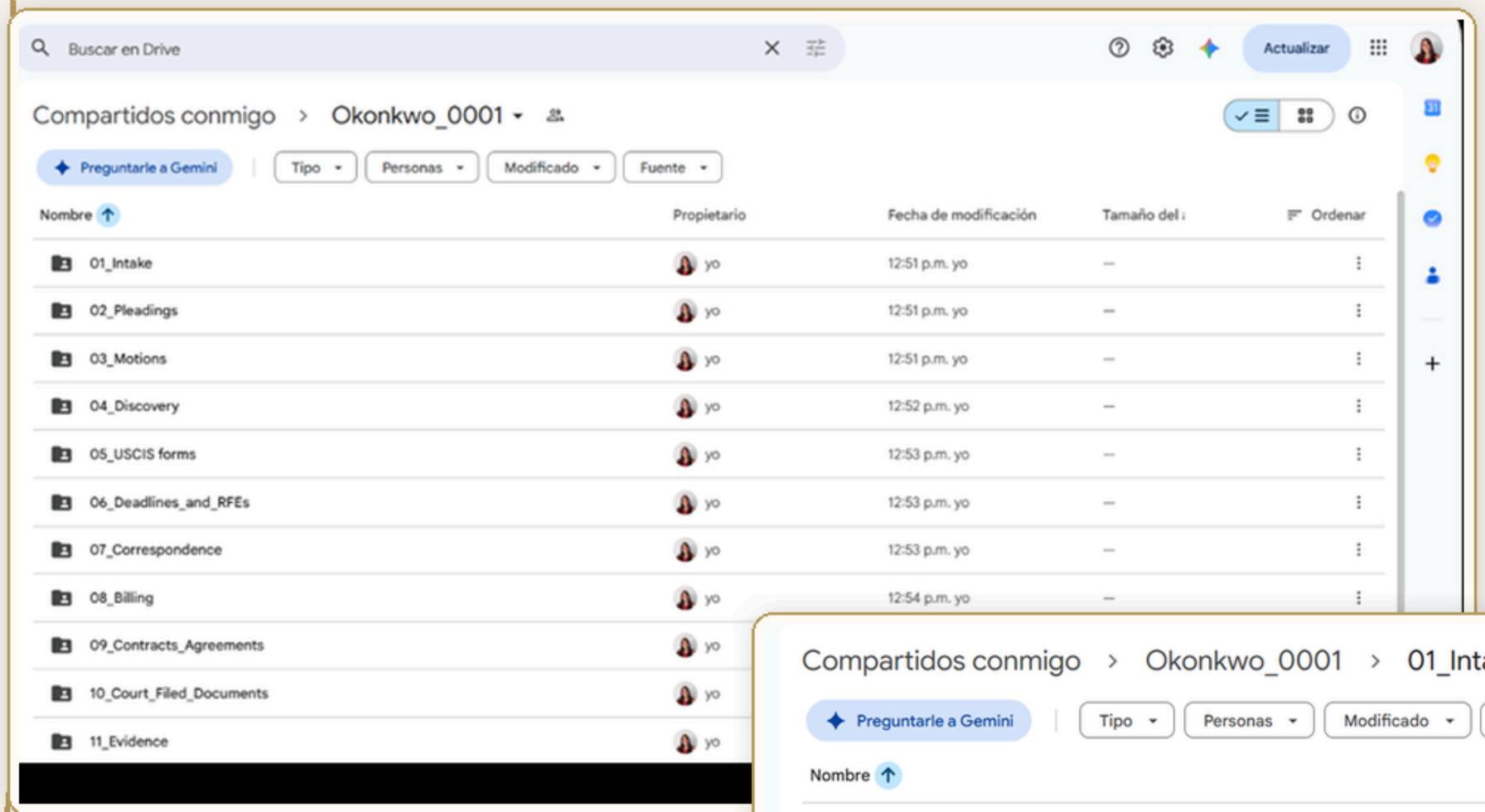
Built and maintained a full docket for an active matter with 30/14/3-day tickler reminders set for all hard deadlines

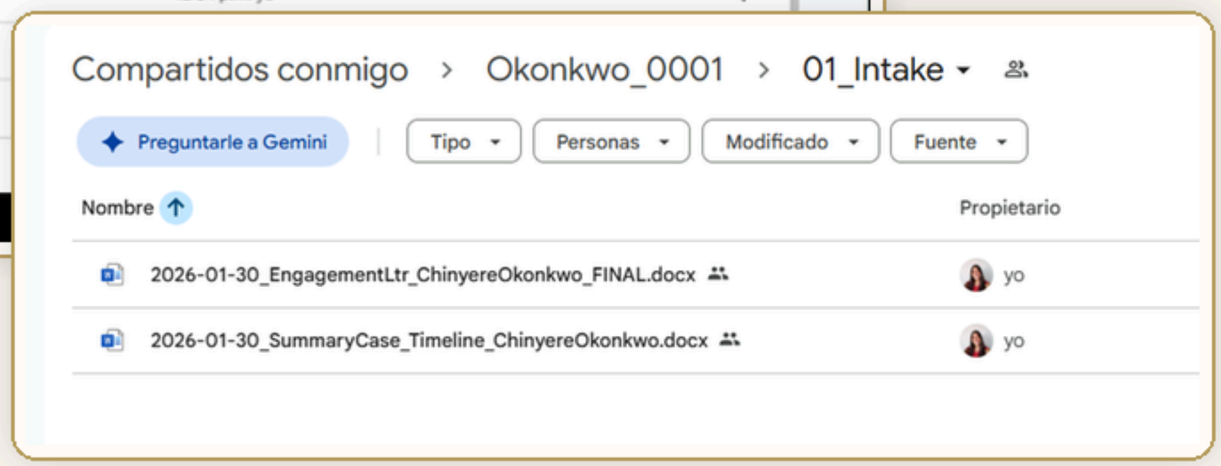




Document Management & File Organization

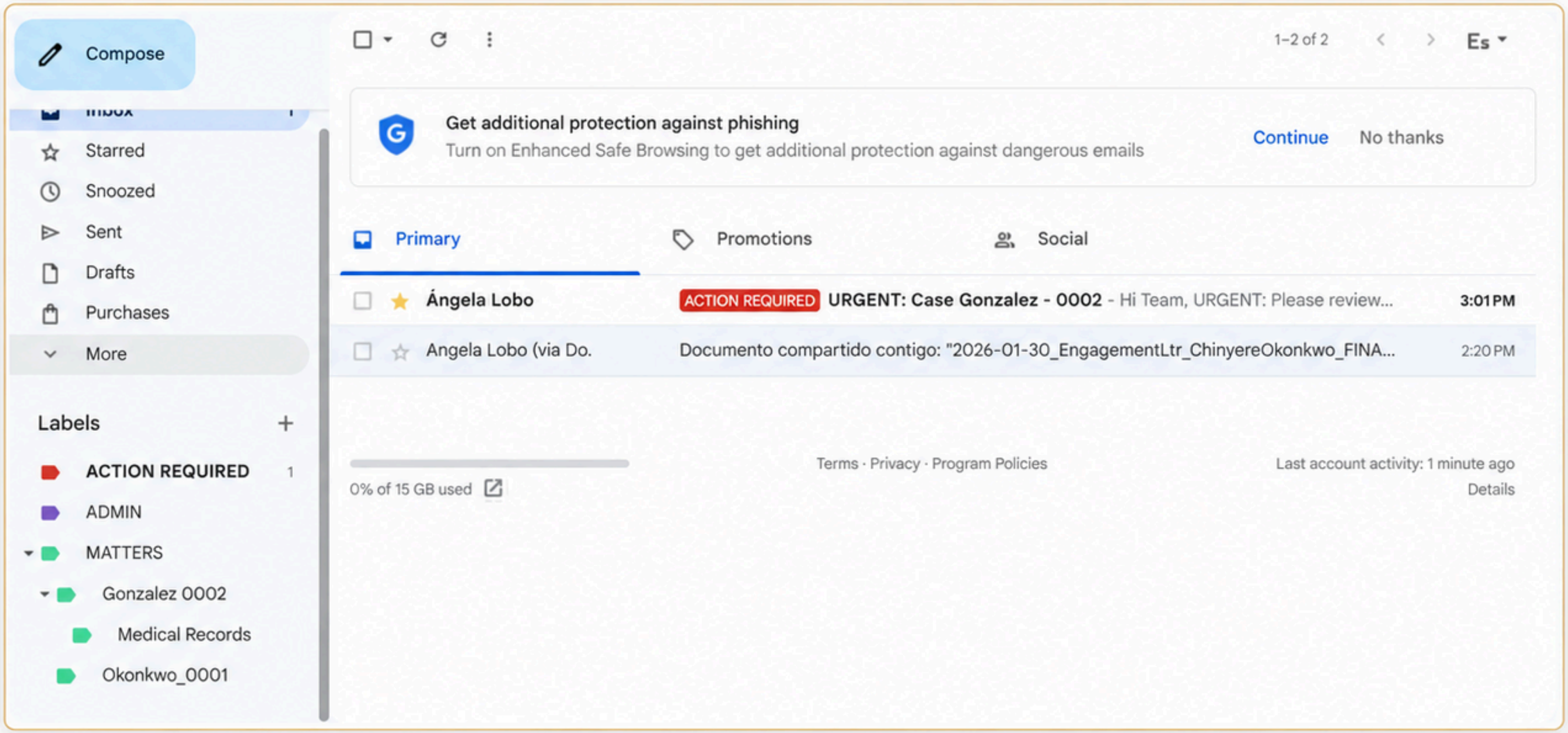
Designed and implemented a professional legal file structure for an active matter across ten documents' categories.





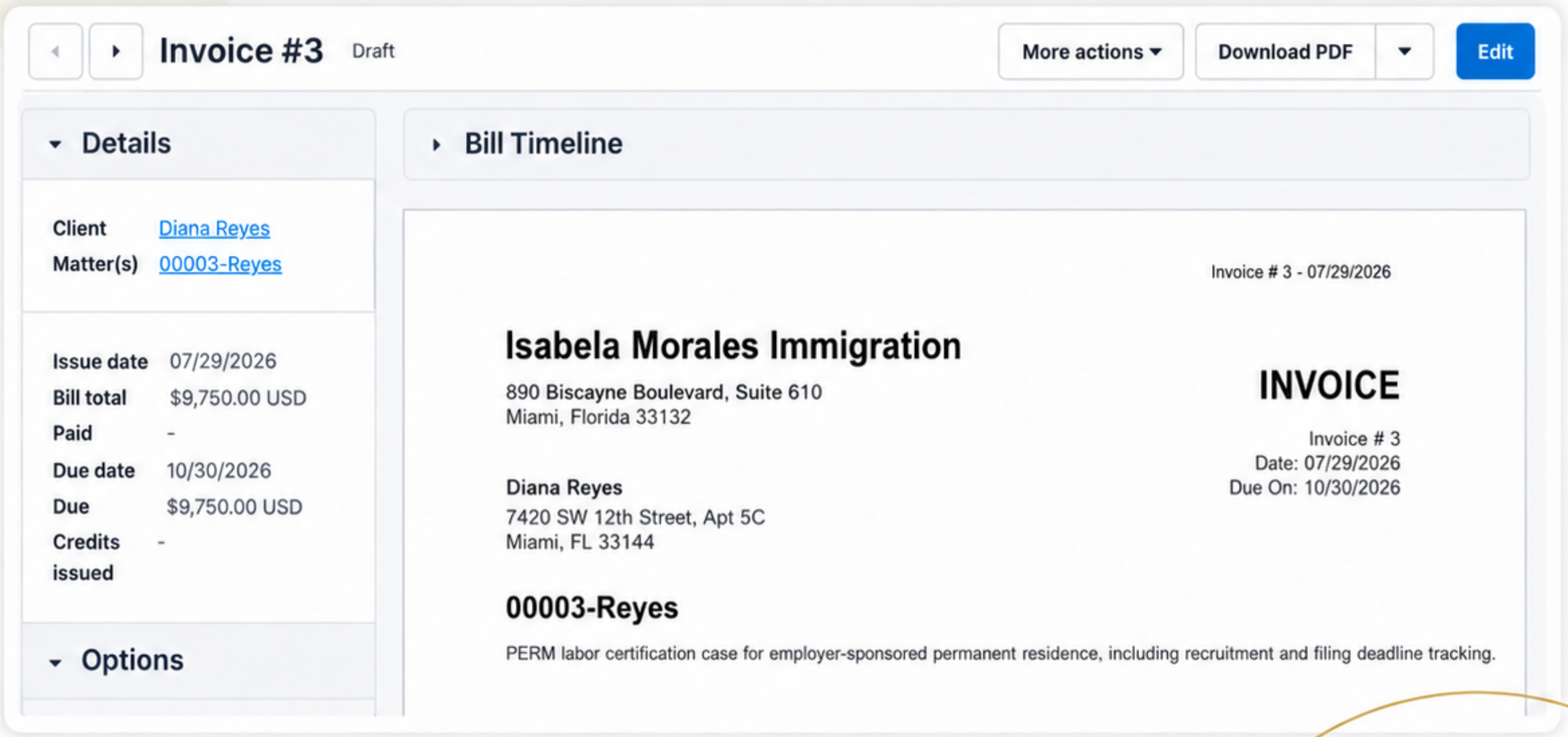
Email & Inbox Management

Structured and managed a professional legal inbox using Gmail labels and automated filters, built matter-specific sub-labels, and created filters.



Billing & Time Tracking

Tracked billable time across an active immigration case, logged detailed time entries against specific tasks, and generated a professional invoice demonstrating full billing cycle management in Clio.



Tools and Software

Category	Tools / Languages
Case Management	InsZoom, CHwizard, Clio
CRM & VOIP	Pipedrive, Nextiva
Document Management	SharePoint, Google Drive, Adobe Acrobat
Communication	Microsoft Teams, Slack, Zoom, Google Meet, WhatsApp Business
Office Suite	Microsoft Office, Google Workspace
Legal Research	Google Scholar
Languages	English, Spanish, French

Certification and Training

Certified Legal Virtual Assistant

The **LegalVA** Hub | July 2026

Completed a 10-week, six-module certification program covering legal foundations and procedures, document management and filing systems, tools and systems of a Legal VA, professional positioning and branding, client acquisition and management, and ethics and professionalism.



CONTACT

Contact me.

Three direct ways to reach me.

WAYS TO REACH ME

in [redacted] 01

[redacted] 02

[redacted] 03

ANGELA LOBO