

## Sample PHR Case Placement Email

***Attached: Client's Case Intake Form; Blank Case Outcome Form***

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***Enclosed is important information for Dr. Jones and Amanda Carey from PHR:***

Dear Ms. Carey,

Dr. Jones is available to do a **psychological** evaluation for Sandra Hernandez, your client from Honduras. Please contact Dr. Jones **within the next three business days** to discuss the particulars of your request and schedule an appointment for your client. If you do not contact the evaluator within this time, we cannot guarantee that the evaluator will still be available to arrange an appointment with your client.

Dr. Jones will also need copies of your **client's statement** and any other relevant documents, **including but not limited to medical records**, necessary to conducting the evaluation. The evaluator needs sufficient time to look over this material **prior to the evaluation**.

**In order to ensure a smooth and effective evaluation process, I have included a list of roles and responsibilities for both the attorney and the evaluator at the bottom of this message. Please read them, and let me know if you have any questions or concerns.**

The case outcome form is attached. Please fill out the attached form once you've received a final decision on the merits of your case. The completed form can be sent via email to [asylum@phrusa.org](mailto:asylum@phrusa.org).

Physicians for Human Rights' Asylum program staff will be available to facilitate and troubleshoot any issues that might arise during the evaluation process, but it is your responsibility to work directly with the evaluator to coordinate the logistics of the client's evaluation.

**Dr. Jones** can be reached at **123-444-5678** or through email at [drjones@gmail.com](mailto:drjones@gmail.com).

**PLEASE CONFIRM RECEIPT OF THIS MESSAGE** and don't hesitate to contact me if you have any other questions or concerns.

Dear Dr. Jones,

PHR is extremely grateful for your participation in this work and commitment to human rights. The **evaluation request form**, which includes the attorney's contact info, and client and case information, is attached. ***\*Please note that deadlines and hearing dates on the request form may have changed since it was received by PHR, so it is best to confirm all of the details with the attorney in advance.*** Please don't hesitate to contact me should you have any questions or concerns throughout the evaluation process. We will do our best to support you in any way that we can.

**Amanda Carey** can be reached at **567-888-9012** or through email at [careyEsq@gmail.com](mailto:careyEsq@gmail.com).

Kind regards,  
Jennine

**The attorney is responsible for:**

- **Calling the evaluator to confirm the appointment and discuss case details within 3 business days of hearing from PHR.** Regardless of when the evaluation will take place, the evaluator needs to hear from you promptly to discuss case details and make sure that all of your expectation's regarding the evaluation, affidavit write-up and oral testimony are clear and understood.
- Providing the evaluator with all of the documentation and related materials necessary to conducting the evaluation, **including but not limited to the client's affidavit and all relevant medical records.** The evaluator needs sufficient time to look over this material **prior to the evaluation.**
- Ensuring the client arrives at the scheduled appointments prepared and on time.
- Ensuring that an **appropriate and qualified interpreter accompanies the client**, if the client speaks a language other than English that isn't spoken by the evaluator. An interpreter's appropriateness should be considered in light of the client's cultural and social background, and the nature of the client's asylum claims and potential conflicts.
- Discussing expectations for oral testimony **prior to the evaluation.**
- Keeping PHR and the evaluator informed of any significant developments regarding your client's case. By using the services provided by PHR's Asylum Network, **you are agreeing to inform us as soon as there is an outcome.**
- After the evaluation has been completed, PHR would appreciate **receiving a copy of the affidavit** for funding and recording purposes. Please feel free to delete any mention of names to protect the client's confidentiality.

**The evaluator is responsible for:**

- Providing unbiased documentation of evidence of physical and psychological sequelae correlating to client's narration of events and reasons for asylum.
- Completing the affidavit by the agreed upon date.
- Providing oral testimony, if this has been agreed to in advance of the evaluation.

**BOTH the attorney and evaluator are responsible for contacting PHR in a timely manner should there be any issues impeding the evaluation process.**