

Elizabeth M. Knowles

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Bar Admissions

State Bar of California, #286077

Professional Experience

American Bar Association Immigration Justice Project ♦ San Diego, CA ♦ June 2013 – Present

Director

Oversee all facets of the Immigration Justice Project and seek opportunities to advance our mission and expand the provision of our pro bono legal services. Represent appointed clients before the Executive Office for Immigration Review, the Board of Immigration Appeals, and USCIS. Supervise all IJP projects, including the Legal Orientation Program, EOIR-appointed representation of mentally incompetent immigrants under the National Qualified Representation Program, and the IJP Pro Bono Representation Program. Hire, train, and supervise IJP staff, law student interns, and volunteers. Maintain relationships with local stakeholders including the Immigration and Customs Enforcement's (ICE) Office of the Chief Counsel, Enforcement and Removal Operations, ICE Health Service Corps medical personnel, Corrections Corporation of America personnel, and the San Diego Assistant Field Office Director for ICE. Fundraise through grant-writing, solicitation of in-kind and direct financial contributions. Manage relationships with funders to ensure the organization's sustainability. Work with the ABA, local and specialty bar associations, and law firms, to recruit, train, and mentor local and national volunteer attorneys and law students in representing clients in removal proceedings. Report to all funders, maintain budgets and compile data. Work in collaboration with an Advisory Board, the ABA Commission on Immigration, the VERA Institute of Justice, and the Executive Office for Immigration Review.

Thomas Jefferson School of Law ♦ San Diego, CA ♦ January 2015 – Present

Adjunct Clinical Professor of Law and Director of Immigration Removal Defense Clinic

Supervise and mentor clinical law students as they provide direct representation for detained individuals seeking asylum, and bond while in the custody of Immigration and Customs Enforcement (ICE). Teach students the fundamentals of immigration removal defense with a focus on asylum as a form of relief. Teach criminal conviction analysis as applicable to determining relief eligibility. Students learn immigration court procedure, client interviewing and counseling skills, trial advocacy skills, legal research and writing in the civil, administrative context, and the fundamentals of asylum as a basis for relief in removal proceedings. Teach essential asylum case law and advocacy before U.S. Immigration Judges.

San Diego County Commission on the Status of Women ♦ San Diego, CA ♦ April 2015 – Present

Commissioner

Co-Chair the Domestic Violence Committee and serve on the Human Trafficking Committee; The Commission is mandated to study and advise the San Diego County Board of Supervisors on areas of concern to women in San Diego County including: Domestic Violence; Child Care Needs; Education Opportunities; Medical and Health Services; Welfare and Social Services; Elder Care and Fraud; Criminal Justice Policies and Procedures; Legal Services; Employment Opportunities; Sexual Discrimination and Prejudice; Housing; Credit and Loan Policies; County Programs and Policies Affecting Women; Legislative Issues to Promote Women's Equal Rights;

Carney & Marchi, P.S. ♦ Seattle, WA ♦ January 2013 – June 2013

Associate Immigration Attorney

Represented individuals before the Executive Office for Immigration Review, the Board of Immigration Appeals, and USCIS. Managed removal caseload and represented clients at Master Calendar, individual, bond, and reasonable fear denial review hearings. Conducted client consultations at Seattle office and the Northwest Detention Facility. Advised clients on eligibility for immigration relief including Asylum, Withholding of Removal, Protection under the Convention against Torture, Cancellation of Removal, U-Visa, Adjustment of Status, Prosecutorial Discretion, and various waivers of inadmissibility. Drafted briefs and motions for submission to the immigration court, the Board of Immigration Appeals, and the U.S. Court of Appeals for the Ninth Circuit.

Law Offices of Murray D. Hilts ♦ San Diego, CA ♦ August 2012 – December 2012

Post-Bar Law Clerk/ Immigration Attorney

Represented individuals before the Executive Office for Immigration Review, Immigration and Customs Enforcement, and USCIS. Completed applications for Deferred Action for Childhood Arrivals (DACA) and work authorization requests. Drafted briefs for submission to the Board of Immigration Appeals. Accompanied clients to Immigration and Customs Enforcement appointments, prepared clients for USCIS asylum interviews, represented clients during reasonable fear interviews. Translated client asylum declarations and performed legal research.

U.S. Department of Justice, Executive Office for Immigration Review ♦ San Diego, CA ♦ Jan. 2012 – May 2012

Judicial Extern at San Diego Immigration Court

Performed legal research and drafted legal memoranda for immigration judges and EOIR Attorney Advisors. Observed immigration judicial proceedings and participated in recess and post-hearing in-chambers debriefs. Drafted proposed orders for immigration judges. Summarized new Ninth Circuit Opinions for circulation among immigration judges.

American Bar Association Immigration Justice Project ♦ San Diego, CA ♦ May 2011 – January 2012

Legal Orientation Program Law Clerk

Screened detainees for immigration relief eligibility and conducted legal orientation presentations and workshops in Spanish at Otay Mesa Immigration Detention Facility and the San Diego Immigration Court. Followed up with individuals regarding their applications for immigration relief and explained ramifications of criminal convictions for non-citizens in removal proceedings. Performed legal research and drafted motions and memoranda for immigration cases. Prepared and submitted monthly data reports to VERA Institute of Justice. Maintained project database and communicated with clients and their families.

Casa Cornelia Law Center ♦ San Diego, CA ♦ August 2010 – April 2011

Law Clerk in Unaccompanied Minors Program

Performed legal research and drafted motions and memoranda for immigration cases involving minors detained in San Diego. Conducted client interviews and collaborated with pro bono attorneys. Accompanied minors to asylum interviews. Translated and interpreted client documents and statements in Spanish.

California Innocence Project ♦ San Diego, CA ♦ May 2010 - August 2010

Americorps Equal Justice Works Summercorps Legal Intern

Analyzed and translated inmates' criminal convictions, appellate arguments, and innocence claims. Performed legal research and drafted evaluative memoranda. Corresponded with inmates, families, attorneys, and other legal aid organizations. Assisted facilitation of bilingual training workshops for international legal professionals.

University of California San Diego, English Language Institute ♦ San Diego, CA ♦ August 2008 – Feb. 2009

English as a Second Language Instructor

Planned and designed effective lessons and conversation-promoting activities. Taught intermediate English grammar, pronunciation, writing, and oral presentation skills to international students.

San Diego Unified School District, Encanto Elementary School ♦ San Diego, CA ♦ September 2007 - June 2008

Teacher-Kindergarten (Structured English Immersion Class)

Taught core curriculum to Structured English Immersion class comprised of 80% English Language Learners. Devised, implemented and analyzed progress of Individualized Educational Plans for special needs students.

Education

Thomas Jefferson School of Law, Juris Doctor, May 2012

Academic Honors

- *Thomas Jefferson Law Review*, Editor
- Philip C. Jessup International Law Moot Court Competitor 2012
- *Pro Bono* Honors Graduate, May 2012
- Center for Law and Social Justice Certificate Recipient
- Moot Court Honor Society, Vice Chair, 2011 – 2012
- 4.0 in Immigration Law
- 4.0 in International Human Rights Law
- 4.0 in Legal Synthesis
- Honors Distinction in Scholarly Legal Writing
- Honors Distinction in Advanced Appellate Advocacy
- Honors Distinction in Mediation

Awards / Public Interest Scholarships:

- California Bar Foundation Rosenthal Scholarship, March 2012
- Wiley W. Manuel Award for Pro Bono Legal Services, 2012
- San Diego La Raza Lawyers Association Scholarship, October 2010 and May 2012
- Pan Asian Lawyers /Filipino American Lawyers of San Diego Scholarship, January 2012
- San Diego Lawyers Club Women in the Law Project Scholarship, December 2011
- TJSL Organization President of the Year (Public Interest Law Foundation), 2010 – 2011
- American Bar Association Judicial Clerkship Program Participant, February 2011
- AmeriCorps Equal Justice Works Summercorps Member, May 2010

San Diego State University

Bachelor of Arts degree in Fine Arts, December 2006

Double Minor in Spanish and English Literature

Organization Leadership / Membership

- San Diego County Commission on the Status of Women, Commissioner 2015 - 2017
- Pacific Beach Planning Group, Board Member
- American Bar Association, Member
- Lawyers Club of San Diego, Member
- American Constitution Society, Member
- American Immigration Lawyers Association (AILA), Member

Skills / Experience

- Bilingual (Fluent in Spanish/English)
- Cross-Cultural Competency in Classroom, Courtroom, and Detention Settings
- Leadership and Management