

Model Legal Quality Review Policy

Purpose: The purpose of the model legal quality review policy is to ensure that [ORGANIZATION] consistently produces high-quality legal services work—work that is without error, easily understood, timely provided, and serves the client’s objectives.

Model Policy:

[ORGANIZATION] prides itself on high standards for legal services work. When engaging in legal services, legal quality review ensures that all legal work, which is defined broadly to include applications, petitions, pleadings, letters, filed with a court or administrative body, is of the highest quality. Peer review by a colleague with the appropriate professional expertise and competence minimizes mistakes and inadvertent errors, ensures that substantive content is accurate and comprehensible, and confirms that filing logistics and requirements are appropriately met.

Each program within [ORGANIZATION] that engages in direct legal services is responsible for creating its own peer review protocol, subject to review by the appropriate person within [ORGANIZATION].

Each protocol shall embody, at a minimum, the following principles:

- 1) A filing peer review process must exist for any document that will be filed with a court or an administrative agency.
 - a) The filing peer review process should include written guidelines for the peer reviewer to follow;
 - b) Compliance with the filing peer review process should be documented in writing (by, for example, completing a checklist in the [ORGANIZATION]’s database, completing a written checklist, or creating other recorded verification);



- c) A filing peer reviewer must be trained on the peer review process and the relevant written guidelines, but the reviewer need not be an attorney, so long as they have the appropriate level of expertise.
- 2) A substantive peer review process must exist for any written filings with a court or administrative agency that contain original content (including, but not limited to, motions, briefs, and advocacy letters).
- a) The substantive peer review process should allow for meaningful review of a filing's contents;
 - b) Completion of the substantive peer review should be documented in writing;
 - c) A substantive peer reviewer must be a lawyer or, for filings with an immigration court or agency, an appropriately accredited representative.