



ConsularOps

CONSULAR PROCESSING • MANAGED FOR LAW FIRMS



CONSULAR PROCESSING

Invoice Travel Consultation Divisions Delivery





CONSULAROPS

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**Your firm handles the law.
We handle the process.**

Operational support for immigration law firms
handling family-based consular processing.

NVC MANAGEMENT • DOCUMENT COLLECTION • CLIENT FOLLOW-UP
• CASE TRACKING • INTERVIEW READINESS



ABOUT CONSULAROPS

ConsularOps provides the
operational support that
keeps these cases moving.



CONSULAROPS

OPERATIONAL SUPPORT FOR
IMMIGRATION LAW FIRMS

WHAT CONSULAROPS MANAGES



01- DOCUMENT COLLECTION & CASE ORGANIZATION

We coordinate the collection and organization of required civil, financial, and supporting documentation so your team has a structured case file for attorney review.



02- NVC CASE MANAGEMENT

We track NVC requirements, submissions, responses, outstanding items, and operational follow-up throughout the agreed scope of the case.



03- CLIENT COMMUNICATION

We help keep clients informed about missing documents, case milestones, next steps, and procedural requirements.



04- CASE TRACKING & FOLLOW-UP

We maintain organized case tracking so important milestones, outstanding documents, and follow-up actions do not fall through the cracks.



05- INTERVIEW READINESS

We help organize the case and client for the procedural aspects of the consular interview.



06- POST-INTERVIEW SUPPORT

We track additional document requests, case updates, and next steps following the interview.

HOW THE PARTNERSHIP WORKS

1

ALIGN —

We learn your firm's workflow, case volume, communication standards, and expectations.

2

ONBOARD —

We establish the case-management process and information needed to begin working on the case.

3

MANAGE —

ConsularOps handles the agreed operational tasks and keeps your team informed of milestones and outstanding items.

4

REPORT —

Your firm maintains visibility through organized status updates and escalation of matters requiring attorney attention.



CONSULAROPS
OPERATIONAL SUPPORT.
CONSULAR EXCELLENCE.

PRICING

Simple. Predictable. Scalable.

STARTER

\$495 / CASE

Core operational support

- ✓ Case intake and organization;
- ✓ NVC checklist and document tracking;
- ✓ Client follow-up;
- ✓ Civil and financial document organization;
- ✓ Case timeline/status tracking

Best for: Firms that need support with individual or lower-complexity cases.

COMPLETE ★

\$795 / CASE

End-to-end consular workflow

- ✓ Includes everything in Starter, plus:
- ✓ NVC case management;
- ✓ Submission coordination;
- ✓ DS-260 / I-864 document coordination;
- ✓ Deficiency tracking;
- ✓ NVC follow-up;
- ✓ Interview readiness;
- ✓ Post-interview follow-up

Best for: Firms looking for comprehensive operational support throughout the consular-processing workflow.

FIRM PARTNER

FROM \$1,500 / MONTH

Ongoing operational support

- ✓ Dedicated ConsularOps support;
- ✓ Recurring case-volume management;
- ✓ Weekly case-status reporting;
- ✓ Priority communication;
- ✓ Workflow coordination;
- ✓ Scalable support as your caseload grows;
- ✓ Custom volume pricing available.

Best for: Firms with a recurring pipeline of family-based consular processing cases.



Trusted operations. Stronger outcomes.
WE HANDLE THE PROCESS. YOU SERVE YOUR CLIENTS.



WHY LAW FIRMS CHOOSE CONSULAROPS



REDUCE STAFF WORKLOAD

Take repetitive document collection, follow-up, tracking, and administrative coordination off your internal team's plate.



INCREASE CAPACITY

Handle more consular-processing cases without immediately adding another full-time employee.



IMPROVE CASE VISIBILITY

Create a structured workflow for knowing what is complete, what is missing, and what needs attention.



KEEP YOUR TEAM FOCUSED

Let attorneys concentrate on legal analysis, strategy, and representation while ConsularOps manages the agreed operational workflow.



SCALE WITH YOUR FIRM

Use per-case support when needed or establish an ongoing partnership as your caseload grows.



WHAT IS NOT INCLUDED

ConsularOps is not a law firm and does not provide legal advice or legal representation. ConsularOps does not independently provide: Legal advice; Legal strategy; Attorney-client representation; Independent legal opinions; Final legal review; Attorney-level decisions; Legal work product requiring attorney judgment.

The scope of administrative and case-management support is established with the attorney or law firm. The attorney/law firm remains responsible for legal advice, legal strategy, representation, legal decisions, and final review and approval of legal work product.



IS CONSULAROPS RIGHT FOR YOUR FIRM?

ConsularOps may be a good fit if your firm:

- ✓ Handles family-based immigration cases;
- ✓ Has a recurring consular-processing caseload;
- ✓ Has cases at NVC or approaching NVC;
- ✓ Has paralegals spending too much time chasing documents;
- ✓ Has frequent client status inquiries;
- ✓ Needs better case tracking;
- ✓ Wants additional capacity without another full-time hire;
- ✓ Wants a specialized consular-processing workflow



LET'S TALK ABOUT YOUR CASELOAD

You don't necessarily need another employee. You may simply need more operational capacity. If your firm has consular-processing cases that require more attention than your current team can comfortably provide, let's look at your workflow together.



BOOK A 15-MINUTE FIRM CONSULTATION

