



VOLUME 1
Tips for ANEF
included

STEP BY STEP TO REACH

What to do when your
RÉCÉPISSÉ

Is about to expire

AN AMICABLE SOLUTION

ISADORA ALVARENGA

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ISADORA ALVARENGA AVOCATE

For those of you who don't know me, I'm Maître Isadora ALVARENGA, an immigration and family law lawyer in France.

I came to France for the first time in 2014 on an exchange to the University of Strasbourg. It was then that I fell in love with France.

I returned to Brazil and graduated in law from the University of São Paulo.

I came again in 2017 for a DSU at Assas University, followed by a master's degree at the Sorbonne.

Registered with the Barreau de Paris since 2021, I receive my clients in an office located next to the Luxembourg garden. I assist foreigners not only in Paris but also throughout France.

CREATING INDEPENDENCE

In my office, I receive many cases of foreigners who have lost (or are about to lose) a job, an internship, a trip or an opportunity due to an expired document and the delays from the local authorities.

Knowing that litigation can be expensive for some and that all rights should be protected irrespective of financial means, I decided to create this e-book with some actions you can take to try to solve the problem without needing a lawyer.

The idea of this book is to fight unnecessary litigation and to remain available for cases where litigation is really needed.





CHAPTER 1 - EMAIL : WHAT TO WRITE, WHERE TO SEND

The first reflex when the *récépissé* is about to expire is to send an e-mail, but what information should be present?

A. Start by entering ALL the personal information that will make it easier to locate the file :

- Full name
- Nationality
- Date/city/country of birth
- Address
- Foreigner number

B. Help the *préfecture* understand your situation:

- What is your current titre (vpf, student, etc.)? And what are you asking for?
- Is it a renewal, a change of status, etc?
- When did you submit the renewal application?
- By what means was the renewal requested (ANEF, letter, DS, etc.)?

C. Make it clear why you're worried: whether it's the fear of losing your job, a trip, etc.

D. Mention the law in your letter to enforce your right to a *récépissé*. Copy the following articles according to your situation :

- Requests to the ANEF : Article R. 431-15-1 of CESEDA
- Other requests : Article R. 311-4 of CESEDA

Make sure to say that you sent a complete dossier (with all the files required by law) and within the stipulated time-frame.

> Now the question remains: where to send the e-mail? The answer will depend on your place of residence and the competent *préfecture*

On the next page I've listed the emails and contact details of the main *préfectures* in Île-de-France. You can find this information on the website of your *préfecture*.



75 - Paris

<https://www.prefecturedepolice.interieur.gouv.fr/contact#264-questions-frequentes>

93 - Bobigny /Seine-Saint-Denis

pref-info-etrangers@seine-saint-denis.gouv.fr

93 - Raincy

sp-le-raincy-etrangers@seine-saint-denis.gouv.fr

91 - Évry

<https://www.essonne.gouv.fr/nous-contacter>
pref-etrangers@essonne.gouv.fr

91 - Palaiseau

pref-etrangers-palaiseau@essonne.gouv.fr

78 - Saint Germain en Laye

pref-spsgl-etrangers@yvelines.gouv.fr

78 - Yvelines

pref-etrangers-pan-vers@yvelines.gouv.fr

92 - Nanterre

pref-bse@hauts-de-seine.gouv.fr

92 - Antony

sp-antony@hauts-de-seine.gouv.fr

92 - Boulogne Billancourt

sp-boulogne@hauts-de-seine.gouv.fr

94 - All préfectures

<https://www.val-de-marne.gouv.fr/Nous-contacter>

77 - Melun

<https://www.demarches-simplifiees.fr/commencer/formulaire-de-contact-service-etranger>

95 - Argenteuil

sp-etrangers-argenteuil@val-doise.gouv.fr

95 - Cergy Pontoise

pref-etrangers@val-doise.gouv.fr

95 - Sarcelles

sp-etrangers-sarcelles@val-doise.gouv.fr

78 - Saint Germain en Laye

rs-mantes-la-jolie@yvelines.gouv.fr

CHAPTER 2



ANEF

THE IMPORTANCE TO TRY ALL MEANS

Contact them
through the
platform

"nous
contacter"

The same email you sent to the prefecture should be sent via the ANEF platform, under the “Nous contacter” tab.

Even if the ANEF agent can't issue the certificate of extension of instruction, they can contact the prefecture to resolve the situation.

Chapter 3

The registered letter in France is legal proof, you will have a signature proving that the recipient has received the message.

It is very important to keep a copy of the letter sent (same terms as the email), as well as all the emails exchanged with the prefecture and the ANEF.

They will be ESSENTIAL in the event of a possible litigation to obtain the récépissé.



Don't forget the AR



e Défenseur des droits veille au respect des droits et libertés - article 71-1 de la Constitution

CHAPTER 4: DÉFENSEUR DES DROITS

The Défenseur des droits is a body that works to defend rights and freedoms.

They are an independent administrative authority, created in 2011 and enshrined in the French Constitution.

They have 2 missions:

DEFENDING PEOPLE WHOSE RIGHTS ARE NOT RESPECTED AND ENABLING EQUALITY FOR ALL

It is in this context that they act to defend the rights of citizens before the French administration.

Pourquoi souhaitez-vous faire une demande au Défenseur des droits ?*

Votre demande peut concerner une ou plusieurs missions du Défenseur des droits (*Minimum un choix obligatoire)



J'ai un problème avec une administration ou un service public



J'ai un problème concernant mes droits d'enfants ou les droits d'un enfant

Unlike a judge, the Défenseur des droits cannot force the prefecture to issue the récépissé, it can only intervene in order to exert a certain amount of pressure on the progress of your file.

You can contact them via the défenseur des droits platform, by letter or by arranging a face-to-face rendez-vous.

Don't forget to send all email exchanges and letters to your defender!

<https://www.defenseurdesdroits.fr/>

Chapter 5

THREAT OF LAWSUIT

IT'S BEEN A MONTH OR SO AND YOU STILL HAVEN'T HEARD BACK FROM THE PRÉFECTURE ? IT'S TIME TO THREATEN LEGAL ACTION!

Remember that email you sent at the beginning? Now you're going to use it as the basis for your threat. To do this, you need to add two paragraphs.

1. A paragraph listing all the attempts of amicable resolution that you have made (email, letter and défenseur des droits). Put the dates and mention that all of them either went unanswered or received automatic replies/warnings to wait.

NOW FOR THE TRICK! YOU'RE GOING TO
ADD THE FOLLOWING PHRASE AT THE
END:

" Si nous n'avons pas de réponse dans le délai de 15 jours, je serai contrainte de demander le secours du tribunal administratif, ce qui entraînera des coûts qui risqueraient de rester à charge de l'administration"

This phrase means, in a somewhat veiled way, that without an answer, you will go to a lawyer to start a lawsuit and that, in addition, in the lawsuit, you will ask the judge to order the préfecture to reimburse your legal fees!


Many municipalities react at this point (even more so if the letter comes from a lawyer) to avoid unnecessary expenses (yes, the judge does convict the prefecture to reimburse many times).

THE EXAMPLE OF A CLIENT

Here's a case that I solved just by threatening to sue.

The threat doesn't always work, but it's the most effective non-litigious measure we have.

Don't use it with too much time left or if there's no urgency, as it can sound like an empty threat.

 **Isadora Alvarenga** Yesterday
to pref-etrangers

Madame, Monsieur,


Je reviens vers vous afin de vous demander si vous avez des nouvelles en ce qui concerne la situation de Mr [REDACTED]


Aujourd'hui, l'employeur a notifié Mr [REDACTED], que son contrat sera suspendu à défaut de présentation d'un document autorisant son séjour et son travail d'ici à mercredi (**3 juillet 2024**).

L'avocat de l'employeur (qui nous lit en copie) m'a contacté afin demander s'il y a quelque chose que nous pouvons faire afin d'éviter la suspension du contrat de travail. Ainsi, à défaut de la délivrance d'une attestation de prolongation d'instruction d'ici à lundi, nous serons obligés de déposer un nouveau référé liberté.


Je vous contacte dans l'espoir de résoudre la situation et de ne pas occasionner des dépenses à ma cliente, à la préfecture et au TA, qui est déjà très débordée.

Je vous remercie d'avance.

Cordialement,


 **Dra. Isadora Alvarenga**
@isa.advogada.paris

ACCUEIL GÉNÉRAL


 Yesterday
to me, pref-etrangers, p... ▾

Bonjour Maître,

J'ai relancé ce jour le bureau compétent pour la délivrance de l'attestation de prolongation d'instruction avant lundi.

J'espère que vous aurez une confirmation d'ici là. En vous souhaitant une bonne après-midi.

Bien cordialement.



Chef du pôle contentieux étrangers

Boulevard de France - 91010 Évry-Courcouronnes
Tél. 01 69 30 00 00


www.essonne.gouv.fr

DIMI



 **Dra. Isadora Alvarenga**
@isa.advogada.paris

ACCUEIL GÉNÉRAL

 **Isadora Alvarenga** Yesterday
tc, pref-etrangers... ▾

Cher M. [REDACTED]

Mme [REDACTED] vient de recevoir l'attestation de prolongation d'instruction.

Je vous remercie énormément de votre intervention qui nous a permis de résoudre ce problème à l'amiable.

Cordialement,



Isadora Alvarenga EIRL

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**IF NONE OF THIS WORKS,
IT'S TIME TO GO TO A
LAWYER FOR A RÉFÉRÉ**



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Thank you
FOR READING

**I HOPE THIS E-BOOK CAN HELP YOU SOLVE SOME OF THE
PROBLEMS WITH THE PRÉFECTURE ON YOUR OWN!**



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