

File Review Instructions

Reviewing Copies of Documents, Hearing Tapes or CD's

Requests to review a file, hearing tape(s) or request for a copy of a CD can be made in person, or through email as long as the following requirements are met:

- a) you are the respondent,
- b) you are the attorney/representative for the respondent with an EOIR-28 on file; or
- c) you have the written permission of the respondent to review the record by filing an [Authorization Form to Review Record](#).

If you would like to set up an appointment to review a file or schedule a date to listen to tapes you may send your request to our email box at bal.ropreview@usdoj.gov. CD's cannot be reviewed at the Court. No appointments will be scheduled between the hours of 11:30 p.m. and 12:30 p.m.

Please ensure your email contains the file number, type of request, and preferred date and time that you would like to review the file or tape. Attorneys may send someone on their behalf, but the representative should have an authorization letter in hand, signed by the attorney of record. The letter will be kept by the court and made part of the record of proceeding. Respondents should bring a picture identification which will be verified by court staff upon request to review the file or tapes.

Court staff will strive to reply to your email request within two business days. Once a date and time has been scheduled, we ask that you promptly arrive at your scheduled appointment. Any person arriving more than 15 minutes late will need to reschedule their appointment, exceptions will be made on a case by case basis based on staff resources and availability.

Files and tapes are not available for review the day of the hearing. Same day requests to review tapes or files will be handled on an individual basis based on staff resources and space availability in the tape/file review area. Therefore, we ask that you utilize the email box for your requests to help minimize any conflicts.

To help expedite your request, please present your completed [Record Review Form](#) at the front window when you arrive for your appointment. This form must be completed to review a file or listen to tapes.

Requests for Copies

The court can provide copies of taped proceedings from a hearing, however the requestor must provide the same number of blank cassettes tapes before the request can be filled. Tapes should be 90 minutes in length and can be mailed or personally delivered to the court along with your completed review form.

Tape requests can be mailed to the following address:

Baltimore Immigration Court
31 Hopkins Plaza, Suite 440
Baltimore, MD 21201
ATTENTION: Tape Duplication Unit

Court proceedings completed prior to January 2008 are recorded on tape. A four-track audio system is required or the tape will be inaudible.

If you would like to receive copies of documents from a file, please utilize our email box bal.ropreview@usdoj.gov to submit your request. Please ensure your email contains the file number, documents requested (see list below) and date these documents are needed. Court staff will strive to meet your request within a two day window. Please note that most closed files that have been completed at least four months prior to today's date are generally located at our Federal Retirement Center. These files must be ordered then shipped to the court. Transfer of records can take up to 10 days. You will be notified once your request has been processed.

Please note that court staff will only be able to provide the following three documents from a file. Exceptions to this document policy may be considered on a case-by-case basis, and only in special circumstances. Please direct these special requests to Jeffrey Clagett, Supervisory Legal Assistant.

1. Notice to Appear (NTA) or Order to Show Cause (OSC)
2. Additional Charges
3. Immigration Judge Final Order

Should you require additional documents from the record, a written request must be submitted under the Freedom of Information Act (FOIA) with the Office of General Counsel at the following address.

Office of the General Counsel
Attn: FOIA Service Center
Executive Office for Immigration Review
5107 Leesburg Pike, Suite 2600
Falls Church, VA 22041

For more detailed information on filing a FOIA request, please visit
<http://www.usdoj.gov/eoir/efoia/foiafact.htm>