

## **HOW TO REVIEW A FILE OR RECEIVE A COPY OF A HEARING TAPE/CD WITH THE COURT**

Requests to review a file, hearing tape(s) or request for a copy of a CD can be made in person, writing or 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.**

If you would like to set up an appointment to review a file or schedule a date to listen to tape(s) you can send your request to our e-mail box at [sfroreview@usdoj.gov](mailto:sfroreview@usdoj.gov).

If the proceedings were recorded digitally, the Court will provide you with a copy of the CD, and you will be able to listen to it on any computer. No special equipment or software is needed.

For requests, please ensure your e-mail contains the file number, type of request, and preferred date and time of when you would like to review the file or tape. E-mail requests missing this information cannot be filled. Attorneys may send in 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 file or tapes.

Court staff will strive to reply to your e-mail 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 accommodations. 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 e-mail box for your requests to help minimize any conflicts.

To help expedite your request, please bring in your completed [File Review Form](#) to the front counter when you arrive for your appointment. This form must be filled out for requests to review a file, listen to tapes or receive a copy of the digitally recorded proceedings.

## **REQUESTS FOR COPIES OF CERTAIN DOCUMENTS FROM COURT FILES**

If you would like to receive copies of documents from a file, please utilize our email box [sfropreview@usdoj.gov](mailto:sfropreview@usdoj.gov) to submit your request. Please ensure your email contains the file number, documents requested (see list below of allowable documents available to you) and date these documents are needed by. 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 three months prior to today's date are generally located at our Federal Retirement Center. These files require a waiting period of at least 7-10 business days.

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 in only special circumstances. Please direct these special requests to Amy Long, Supervisory Legal Assistant for the Intake Unit.

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

Should you require any other documents from the file, you will need to file a written request 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>. The court can provide you copies of the taped or digital recorded proceedings from a hearing. If the proceeding was taped, the requestor must provide us with the same number of blank cassette tapes before the request can be filled. Tapes should be 90 minutes in length and can be mailed or personally dropped off at the court along with your completed review form. The Court will provide the CD for digitally recorded proceedings.

Tape/CD Requests can be mailed or FedEx to the following address:

Immigration Court  
100 Montgomery Street, Suite 800  
San Francisco, California 94104  
Attention: Tape/CD Duplication Unit

Please note that court proceedings have been recorded on a four-track sound system, so unless the same type of equipment is used to review them, the sound will be inaudible when listening to the tapes.