

UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION  
REVIEW UNITED STATES IMMIGRATION COURT  
AURORA, CO

**STANDING ORDER NO. AUR 21-02**

**TELEPHONIC APPEARANCES OF COUNSEL AND PERMITTED ATTENDEES AT DETAINED  
MASTERCALNDAR AND INDIVIDUAL HEARINGS**

IT IS HEREBY ORDERED that, effective immediately and until further notice:

1. Any attorney for any party may appear telephonically in cases before the Aurora Immigration Court without prior approval and without filing a motion in advance. Attorneys who would like to appear telephonically for a particular case should contact that judge's legal assistant no less than 48 hours prior to the scheduled hearing so that they can be provided a conference line number. By requesting a telephonic appearance the parties understand and agree that the conference line number will only be disclosed to witnesses and parties and no further disclosure is permitted.
2. Telephonic appearances **will only be accepted by the Aurora Immigration Court via the conference line number provided by the judge's legal assistant. No other method of telephonic appearance will be permitted.** If counsel fails to appear via the conference line number or in-person, counsel will thereafter be required to appear in-person at any rescheduled hearing.
3. Also during this time period, requests to continue cases due to COVID-19 concerns should be filed with as much notice as possible. On an emergency basis, in ECAS cases, motions should be filed electronically. In non-ECAS cases, motions to continue can be made to the court by telephone facsimile (FAX), by faxing the request to 1-303-361-0688, while serving opposing counsel.
4. Any individual who wishes to appear telephonically does so with the understanding that any paper or electronic filings to be considered by the Court must be in the official record of proceeding in accordance with any deadlines set by the Court or, if none, in accordance with the filing deadlines set forth in the Immigration Court Practice Manual. No additional filings will be accepted at the hearing if counsel does not appear in person, and the decision of the Court will be based on the documents in the record at the close of the hearing.
5. Any party appearing telephonically waives the right to object to admissibility of any document offered in Court on the sole basis that they are unable to examine the document.
6. In-person attendance at hearings shall be limited to attorneys, parties, witnesses, security officers, and any other individual(s) deemed necessary by the presiding judge.

---

Matthew W. Kaufman  
Assistant Chief Immigration Judge