

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
UNITED STATES IMMIGRATION COURT
HARTFORD, CONNECTICUT

**STANDING ORDER: TELEPHONIC APPEARANCES, REQUESTS TO
CONTINUE, & ELECTRONIC FILINGS DUE TO COVID-19 CONCERNS
IN CASES BEFORE THE HARTFORD IMMIGRATION COURT**

Effective immediately until further order of this court:

1. Any attorney or qualified representative, for any party may appear telephonically in cases before the Hartford Immigration Court, without prior approval and without filing a motion in advance. Attorneys or qualified representatives who would like to appear telephonically, either with or without respondent(s), for a particular case should contact the Hartford Immigration Court, at 860-240-3881, in advance of the hearing and should provide: the A-number, the time and date of the scheduled hearing, and the best phone number to be reached for the hearing.
2. Motions to continue cases due to COVID-19 concerns should be filed with as much notice as possible, but may, on an emergency basis, be made to the Hartford Immigration Court, by e-mail at Hartford.Immigration.Court@USDOJ.GOV while copying opposing counsel.
3. Three-Month Temporal Limit on Filings through Email

The Hartford Immigration Court is imposing a three-month temporal filing limit on documents filed through email. Effective immediately, the court will reject documents filed via the temporary e-mail boxes if filed more than three months before the next hearing date or a court-ordered deadline (“call-up date”), whichever is earlier. Those wishing to file documents more than three months in advance may still do so; however, they must be sent to the court via the U.S. Postal Service or an overnight delivery service, not through the temporary e-mail box.

HEARING EXAMPLE: If documents are filed via the temporary e-filing mailbox on April 20, 2020, for a hearing scheduled on or before July 19, 2020, they will be accepted provided they conform to the ICPM and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a hearing scheduled on or after July 20, 2020, they will be rejected.

CALL-UP DATE EXAMPLE: If documents are filed via the temporary e-filing mailbox on April 20, 2020, for a call-up date scheduled on or before July 19, 2020, they will be accepted provided they conform to the ICPM and the e-mail filing instructions. However, if documents are filed on April 20, 2020, for a call-up date scheduled on or after July 20, 2020, they will be rejected.

Documents rejected for not complying with the three-month temporal limit on filing may be filed by mail or through an overnight delivery service. Notwithstanding the three-month temporal limit on filings through email, parties are required to comply with all deadlines for filings, as specified in the ICPM, Ch. 3.1(b).

NOTE: Applications for asylum are exempt from the three-month temporal limit on filings through email and will be considered filed on the date of receipt for purposes of the one-year filing deadline.

EMAIL:

The subject of your email must contain the nature of the filing, the alien registration number, the date of the next hearing or any court-mandate deadline for the filing, and the initials of the immigration judge assigned to the case.

EXAMPLE: A filer of a motion to continue with a case with alien registration number 012345678 and a hearing date of 06/30/2020 would input, "Motion to Continue - 012345678 - 06/30/2020" in the subject line of the email. If the filer knows the hearing is scheduled before Judge William A. Jones, the subject would be, "Motion to Continue - 012345678 - 06/30/2020 - WAJ"

EXAMPLE: A filer of an application for cancellation of removal with a case with alien registration number 012345678 and a hearing date on 01/02/2021 but a court-mandated filing deadline (“call-up date”) of 06/25/2020 would input, "Application for Cancellation of Removal - 012345678 – 06/25/2020" in the subject line of the email. If the filer knows the hearing is scheduled before Judge William A. Jones, the subject would be, "Application for Cancellation of Removal - 012345678 - 06/25/2020 – WAJ."

PAGE LIMITS

Effective immediately, for parties using a temporary email account to electronically file, supporting documentation/evidentiary filings are limited to fifty (50) pages in a particular case. If a party intends to file more than fifty (50) pages, the party must electronically file the Table of Contents and separately submit the supporting documentation/evidentiary filings with the original Table of Contents by using the U.S. mail or an overnight delivery service no later than the date set for filing the documents with the immigration court.

This standing order supersedes the standing order issued on March 30, 2020.

Jose A. Sanchez
U. S. Assistant Chief Immigration Judge
Hartford Immigration Court