

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
UNITED STATES IMMIGRATION COURT
ATLANTA – TED TURNER DRIVE
ATLANTA, GEORGIA**

STANDING ORDER OF THE
ATLANTA – TED TURNER IMMIGRATION COURT

ATD 20-03: SUPERCEDING STANDING ORDER

On March 17, 2020, the Federal Government issued a memorandum directing agencies to minimize face-to-face interactions with members of the public, which is posted at <https://www.whitehouse.gov/wpcontent/uploads/2020/03/M-20-16.pdf>. This order is made pursuant to Immigration and Nationality Act § 240(b)(1)-(2) and 8 C.F.R. §§ 1003.10(b), 1003.21(b), 1003.25, 1003.29, 1003.31(c), 1003.40.

All parties should continue to monitor the EOIR website at <https://www.justice.gov/eoir> for the latest information on the Court's operating status.

IT IS HEREBY ORDERED that, effective immediately and continuing until rescinded or superseded:

- 1) In-person appearances in the courtroom are limited to the following individuals: Respondent, Respondent's counsel, DHS counsel, Witnesses, Court interpreters, essential EOIR staff and security personnel. *See* ICPM § 4.9(a)(ii) (citing 8 C.F.R. § 1003.27(b)). Parties are encouraged to submit affidavits or written statements in lieu of witnesses appearing in person. Limited exceptions may be accommodated on a case-by-case basis and must be requested by written motion pursuant to the filing deadlines set forth in the Immigration Court Practice Manual. Any members of the media who wish to observe proceedings are encouraged to coordinate their visits with the Court's Public Affairs Officer, Kelly Nance, at Kelly.Nance@usdoj.gov.
- 2) The parties are encouraged to confer and reach stipulations as to factual and legal issues to facilitate the prompt disposition of cases.
- 3) Motions for telephonic appearances must be filed no later than 5 business days prior to the scheduled hearing for which the telephonic appearance is being requested. However, unless and until the motion is granted, the parties are expected to appear in person.
- 4) In-person appearances for respondents under the age of 14 who are in removal proceedings with a parent are waived until the expiration date of this order. Individual requests to waive the appearance of a respondent must be submitted in writing to the Court no later than 5 business days before the hearing for which the waiver request has been submitted.
- 5) Any individual having business in person before the Court must notify the Court Administrator or Assistant Chief Immigration Judge immediately by telephone, either personally or through counsel, if any of the following apply:
 - a. The individual is displaying symptoms consistent with COVID-19 exposure;

- b. The individual has been diagnosed with COVID-19;
 - c. The individual is pending results of a COVID-19 diagnostic test;
 - d. Within the past 14 days, the individual has had contact with anyone who has been diagnosed with COVID-19;
 - e. The individual has been asked to self-quarantine by local health authorities or a medical provider
- 6) No individual described in paragraph 5 will be permitted into the EOIR court space. Further, no individual who is subject to the restrictions articulated in Policy Memorandum 20-13, “EOIR Practices Related to the COVID-19 Outbreak” (June 11, 2020), will be permitted into the EOIR court space.
- 7) All visitors to the court must continue to comply with the agency face covering, social distancing, and access requirements promulgated in Policy Memorandum 20-13, available at <https://www.justice.gov/eoir/page/file/1284706/download>.
- 8) For cases with electronic records of proceeding (eROPs), the parties are encouraged to use the EOIR Courts and Appeals System (ECAS) to file motions, applications, and other documents with the Court. The Court will also accept documents filed in person, via the U.S. Postal Service (USPS), by overnight delivery service, or via the Court’s temporary e-mail box (AtlantaTedTurnerDrive.Immigration.Court@usdoj.gov)
- 9) For cases with paper records of proceeding (ROPs), the parties may file documents in person, via the U.S. Postal Service (USPS), by overnight delivery service, or via the Court’s temporary e-mail box (AtlantaTedTurnerDrive.Immigration.Court@usdoj.gov).
- 10) With the exception of asylum applications,¹ there is a 60-day temporal limit on filings through the temporary e-mail box and a page limit of 100 pages. Accordingly, the Court will reject documents filed via the temporary e-mail box if filed more than 60 days before the next hearing date or a court-ordered deadline (or call-up date), whichever is earlier, or if the filing exceeds 100 pages. Documents rejected through this process may be filed in person, via U.S. Postal Service or an overnight delivery service, or re-submitted electronically within the above-specified timeframe. Nothing in this order alters filing deadlines specified in the ICPM, Ch. 3.1(b) or case-specific deadlines imposed by an Immigration Judge.
- 11) This order supersedes the standing order entered on July 23, 2020.

ALFREDIA OWENS Digitally signed by
ALFREDIA OWENS
Date: 2020.10.16
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Alfredia Owens

(Acting) Assistant Chief
Immigration Judge Atlanta,
Georgia

¹ Applications for asylum are exempt from the 60-day temporal limit on filings through e-mail and will be considered filed on the date of receipt for purposes of the one-year filing deadline.