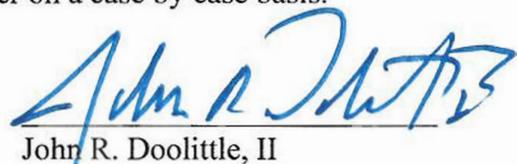


**UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
CONROE IMMIGRATION COURT  
Conroe, Texas**

**STANDING ORDER OF THE CONROE IMMIGRATION COURT RELATING TO  
TELEPHONIC APPEARANCES OF COUNSEL AND PERMITTED ATTENDEES AT ALL  
HEARINGS**

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

- 1) Any attorney or accredited representative for any party may appear telephonically in hearings before the Conroe Immigration Court without prior approval and without filing a motion in advance. Attorneys or representatives who would like to appear telephonically for a particular hearing should call the main desk in advance of the hearing at 1-936-520-5400 and provide the Alien number, the name of the Immigration Judge (IJ) presiding over the hearing, and the best phone number to reach the attorney or representative.
- 2) If the Court is unable to reach the attorney or representative by telephone for the hearing, the attorney or representative will be required to appear in-person at any rescheduled hearing.
- 3) Any attorney or accredited representative who wishes to appear telephonically does so with the understanding that any paper or electronic filings must be filed in advance of the hearing in sufficient time to be included 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, and the decision of the Court will be based on the documents in the record at the close of the hearing.
- 4) No filings for any hearing will be accepted over the bench unless filed by pro se litigants. All other filings must be made via ECAS, at the filing window prior to the hearing, or via mail-delivery service.
- 5) Requests to continue cases due to COVID-19 concerns should be filed with as much notice as possible. On an emergency basis, requests may be made to the Court by email to [tammy.young@usdoj.gov](mailto:tammy.young@usdoj.gov) and serving the request to opposing counsel.
- 6) Attendees at all hearings may be limited to attorneys, respondent, witnesses, security officers, and other persons determined by the IJ to be necessary.
- 7) Each IJ has the discretion to alter this standing order on a case by case basis.



John R. Doolittle, II  
Assistant Chief Immigration Judge  
Conroe, Texas