

**UNITED STATES DEPARTMENT OF JUSTICE  
UNITED STATES IMMIGRATION COURT AT  
BATAVIA, NEW YORK**

**STANDING ORDER OF THE BATAVIA IMMIGRATION COURT RELATING  
TO TEMPORAL AND PAGE LIMITS ON DOCUMENTS FILED VIA EMAIL**

Due to the COVID-19 pandemic and in the interest of safety, the Batavia Immigration Court has begun accepting the filing of documents via email. The following orders regarding the filing of documents shall remain effective until further notice:

**IT IS HEREBY ORDERED** that a three-month temporal limit on filings through email shall be in effect until further notice.

The Batavia 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 with 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 temporarily 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 with 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.*

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-mandated deadline for the filing, and the initials of the immigration judge assigned to the case. If you are submitting documents pursuant to a court-mandated filing deadline (“call-up date”), you must indicate such in the subject line.

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 call-up date of 06/25/2020 would input, “Application for Cancellation of Removal - 012345678 – Call-up 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 – Call-up 06/25/2020 - WAJ.”

**IT IS FURTHER ORDERED** that a page-limit on filings through email shall be in effect until further notice.

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. Postal Service or an overnight delivery service no later than the date set for filing the documents with the immigration court.

This order supersedes the prior order of April 20, 2020

May 12, 2020

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Jose A. Sanchez  
(Acting) United States Assistant Chief Immigration Judge  
Batavia, NY